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ABSTRACT

This manual is a hands-on teaching tool for beginning users of the AppleWorks database software. It was developed to allow Apple IIGS users who are generally familiar with their machine and its peripherals to build a simple AppleWorks database file using version 2.0 or 2.1 of the program, and to store, print, and manipulate the file. The materials were designed to be used without outside aid. Eight chapters cover: (1) loading the AppleWorks program into the computer memory; (2) formatting the blank disk for use as a data storage device; (3) and (4) constructing and printing database files; (5) exercising database print options; (6) obtaining help with database files; (7) merging database and word processing files; and (8) converting spreadsheet files into database files. Examples of computer monitor screens are provided throughout the manual. (DB)

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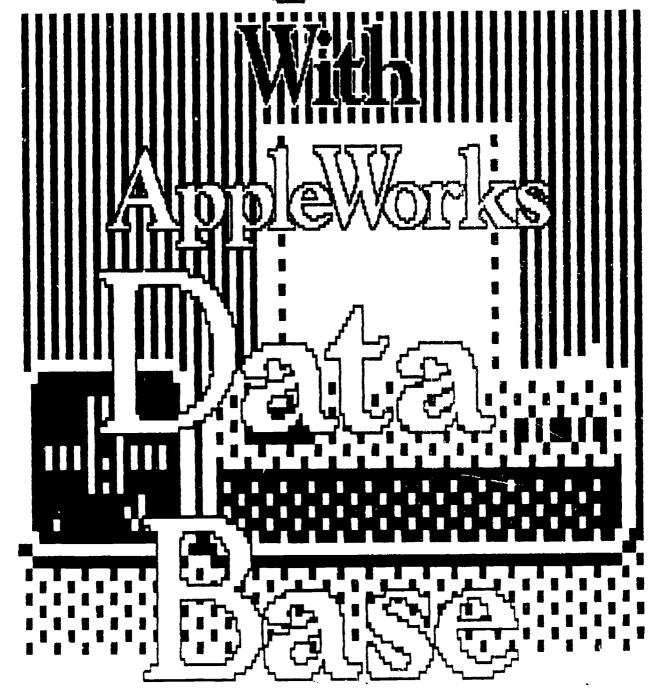
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Getting Started



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GETTING STARTED WITH APPLEWORKS DATA BASE First Edition

By

Richard M. Schlenker

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FORWARD

Getting Started In Appleworks Data Base is a hands-on teaching tool for beginning users of AppleWorks data base. Its development was accomplished using the Apple IIGS computer, one 3 1/2" and one 5 1/4" disk drives. The intent at the time of development was to produce a document which would allow Apple IIGS users, generally familiar their machine and its peripherals, to build a simple AppleWorks data base file using version 2.0 of 2.1 of the program, store, print and manipulate the file. In addition, it was envisioned that users would be able to accomplish the building, printing and storing tasks without having to resort to outside aid.

As you use these instructions, you'll see many computer monitor screen examples. The examples appear, generally, the way the screen should appear after completing an operation when that operation was accomplished using version 2.0 or 2.1. Other versions of the AppleWorks program (V1.2, 1.3, 3.0) may be used with this document but there may be some differences in the way the monitor screen appears when a task is completed. You'll also find that the instructions provided here may be used with computers having only one disk drive.

There is some redundancy of Figures and tasks between chapters. These duplications should allow you to complete a task without having to retrace your steps to earlier pages in the text.

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CHAPTER ONE

LOADING APPLEWORKS

INTRODUCTION

Chapter One takes users of this publication through the step-by-step process of loading the AppleWorks program into the computer memory. This process must be accomplished before data base computer files can be constructed, manipulated or printed.

STEPS

DIRECTIONS

- 01. <u>Energize The Computer</u>. Turn on the power switches external to the computer and the power switch on the back of the computer.
- 02. <u>Energize The Computer Monitor</u>. Place the monitor power switch in the on position. It is located on the right side of the monitor as you face the monitor front. The screen will tell you that you do not have a startup device inserted in the disk drive.

Apple IIgs

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ROM Version 01

Figure 1-1. The Beginning Screen Picture.

- O3. Inserting The Disk. Place the AppleWorks program in Disk Drive #1, Slot #5. This is generally, the normal configuration and if you are using 3.5" and 5.25" inch disk drives together drive #1, slot #5 should be the 3.5" drive. If you are unsure of the configuration, place the program in one disk drive or the other. The computer will search both disk drives for a program.
- 04. Apple-Control-Reset Function.
 - a. Identifying Keys. Identify the OPEN-APPLE, the CONTROL and the RESET keys. The OPEN-APPLE key has an outline of an apple on its face. The RESET key is located just above



Э

the row of number keys at the top of the keyboard and has a triangle on its face.

- b. Pressing and Holding Keys. Press and hold down the OPEN-APPLE and the CONTROL keys. While these keys are held down, press the RESET key, releasing it after about 5 seconds.
- c. Releasing Keys. Release the OPEN-APPLE and the CONTROL keys. With this task completed, your screen should look like Figure 1-1. Then, it will automatically shift to look like Figure 1-2 and then shift looking like Figure 1-3.

APPLE //

PRODOS 1.1.1 18-SEP-84

COPYRIGHT APPLE COMPUTER, INC., 1983-84

Figure 1-2. The Second Picture On The Screen.

AppleWorks
Integrated Software

By R.J. Lissner and Apple Computer, Inc. Copyright Apple Computer 1983-86 V2.0 USA

Press Space Bar to continue

637K Avall.

Figure 1-3. The Beginning Of AppleWorks.

- 05. Program Loading.
- a. Space Bar. Press the space bar once to continue (see the bottom of the screen). The screen now appears like Figure 1-4.



File: None

GETTING STARTED

Escape: Restore former entry

The date must be 1983 or later, and in this form: 3/20/86

Type today's date or press Return: 3/04/90

637K Avall.

Figure 1-4. The Monitor Screen Before A New Date Is Entered.

Entering The Date. Enter today's date (see Figure 1-5).

File: None

lle: None GETTING STARTED Escape: Restore former entry

The date must be 1983 or later, and in this form: 3/20/86

Type today's date or press Return: 3/12/90

637K Avall.

The Monitor Screen After Today's Date Has Been Entered. Figure 1-5.

Continuing. Press the RETURN key once. The monitor screen changes to appear like the example shown in Figure 1-6,

and, after a brief period changes again to appear like Figure 1-7.

File: None

GETTING STARTED

Preloading AppleWorks program onto the memory expansion card.

Press Escape to cancel.

621K Avail.

Figure 1-6. The Monitor Screen While The Program Is Loading.

Disk: Disk 1 (Slot 6)

MAIN MENU

Main Menu

- 1. Add files to the Desktop
- 2. Work with one of the files on the Desktop
- 3. Save Desktop files to disk
- 4. Remove files from the Desktop
- 5. Other Activities
- 6. Quit

Type number, or use arrows, then press Return

d-? for Help

Figure 1-7. The Computer Screen After AppleWorks Has Been Loaded Into The Computer Memory.



CHAPTER TWO

DISK FORMATTING

INTRODUCTION

Formatting of blank disks for use as data storage devices is discussed in this chapter. The discussion revolves around the use of two disk drives, one setup as Disk 1 Slot (5) and the second as Disk 1 Slot (6). With computer systems using a single disk drive, the disk slot assignment is often Disk 1 Slot (5). If the computer monitor screen indicates a different slot assignment has been selected by the software, then a change must be made. That change can be made using the procedure described below even though the procedure was written for a two disk drive system.

S T E P S

DIRECTIONS

01. <u>Program Loading</u>. With the AppleWorks program loaded into the computer memory, your screen should look like Figure 2-1. In the upper left corner of the screen, you should find Disk 1 (slot 6).

Disk: Disk 1 (Slot 5)

MAIN MENU

Main Menu

- 1. Add files to the Desktop
- 2. Work with one of the files on the Desktop
- 3. Save Desktop files to disk
- 4. Remove files from the Desktop
- 5. Other Activities
- б. Quit

Type number, or use arrows, then press Return

d-? for Help

Figure 2-1. The Computer Screen With Disk 1 Slot (5) Selected.



If this is the case, proceed to step 02. If you see Disk 2 (slot 6), Disk 1 (slot 5), Disk 2 (slot 5) or some other wording in the upper left hand corner, skip steps 02 and 03, proceeding directly to step number 04.

02. <u>Selecting Other Activities</u>. Select option #5, "Other Activities" from the "Main Menu." This is accomplished as follows:

Disk: Disk 1 (Slot 6) OTHER ACTIVITIES Escape: Main Menu

Main Menu

Other Activities

- 1. Change current disk drive or ProDOS prefix
- 2. List all files on the current disk drive
- 3. Create a subdirectory
- 4. Delete files from disk
- 5. Format a blank disk
- 6. Select standard location of data disk
- 7. Specify information about your printer(s)

Type number, or use arrows, then press Return _

533K Avail.

- Figure 2-2. The Screen After Selecting, the "Other Activities" Option From The "Main Menu."
 - a. Press the NUMBER-5 key once or the DOWN-ARROW key several times to highlight the option.
 - b. Press the RETURN key once. Your monitor screen should look like the picture shown in Figure 2-2 following this action.
- 03. <u>Jumping To Step 08</u>. If you have successfully reached this point, jump to step 08.
- 04. Wrong Disk or Slot Selected. If the screen looks like the picture shown in Figure 2-3 (note the Disk 2 Slot (5) in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." To do this:
 - a. Press the RETURN key once. The monitor screen picture should shift to look like the picture shown in Figure 2-4.



Disk: Disk 2 (Slot 5)

MAIN MENU

Main Menu

- Add files to the Desktop
- Work with one of the files on the Desktop
- Save Desktop files to disk
- Remove files from the Desktop
- Other Activities 5.
- б. Quit

Type number, or use arrows, then press Return

G-? for Help

Figure 2-3. Computer Screen With Disk 2 Slot (5) Selected.

Disk: Disk 2 (Slot 5)

ADD FILES

Escape: Main Menu

Main Menu

Add Files

Get files from:

- The current disk: Disk 2 (Slot 5) A different disk

Make a new file for the:

- Word Processor Data Base Spreadsheet

Type number, or use arrows, then press Return

533K Avall.

- The Screen After Choosing, "Add files to the Desktop" Figure 2-4. Option From The "Main Menu".
- Selecting A Different Disk. Select option #2, "A different 05. disk" from the "Add Files" menu. To do this:



- a. Press the DOWN-ARROW key once.
- Press the RETURN key once. The monitor screen should now look like the picture in Figure 2-5.
- Selecting Disk 1 Slot (6). Select the proper option. To do this:
 - Press the DOWN-ARROW to highlight the Disk 1 Slot (6) option. a.
 - b. Press the RETURN key once. The monitor screen should have changed so that it appears as it did in Figure 2-4 except that the upper left corner of the screen now reads Disk 1 Slot (6).

Escape: Add Files CHANGE CURRENT DISK Disk: Disk 2 (Slot 5) Main Menu Add Files Change Current Disk |_____ Disk drives you can use: Disk 1 (Slot 6)
Disk 2 (Slot 6)
Disk 1 (Slot 5)
Disk 2 (Slot 5)
ProDOS directory Type number, or use arrows, then press Return

533K Avall.

- The Monitor Screen After Selecting The "A different disk" Figure 2-5. Option.
- Return To Step 02. Now, complete step 02. To do this: 07.
 - Press the ESC key once. Your monitor screen changes to appear like the example monitor screen shown in Figure 2-1.
 - Select the "Other Activities" option using the procedure b. described above and then proceed to step 08
- Disk Formatting. With the screen appearing as it does in 08. Figure 2-2 select option #5 as follows:



a. Press the DOWN-ARROW until the "Format a blank disk" option is highlighted.

Escape: Other Activities Disk: Disk 1 (Slot 6) DISK FORMATTER Main Menu Ccher Activities Disk formatter The formatter will use the disk drive shown on the top line of the screen. A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter. 533K Avall. Type a disk name: The Screen After Selecting the "Format a blank disk" Figure 2-6. Option From The "Other Activities" Menu. DISK FORMATTER Escape: Erase entry Disk: Disk 1 (Slot 6) Main Menu Other Activities Disk formatter The formatter will use the disk drive shown on the top line of the screen. A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.

Figure 2-7. The Monitor Screen After Typing The New Disk Name.



Type a disk name: DATA BASE

533K Avall.

- b. Press the RETURN key once. The picture on the monitor screen changes to look like the one shown below in Figure 2-6.
- 09. Naming The New Volume. Directions in the center of the screen tell you to name the new disk.
 - a. Type the word "TRAINING" and examine Figure 2-7.
 - b. Press the RETURN key once. The screen is now be identical to the picture shown in Figure 2-8.

Disk: Disk 1 (Slot 6)

| Main Menu | Other Activities | Other Activiti

Figure 2-8. The Monitor Screen After Typing The Name Of The New Disk.

- 10. <u>Using Drive 1 Slot (6)</u>. Insert the disk to be formatted in Drive (1) slot (6).
- 11. <u>Formatting</u>. Press the SPACE-BAR and watch the screen. When the formatting task is complete, the monitor screen will appear like the example shown in Figure 2-9.



Disk: Disk 1 (Slot 6)

DISK FORMATTER

Escape: Other Activities

Uther Activities

Disk formatter

Successfully formatted

Fress Space Bar to continue

Figure 2-9. Monitor Screen After The Formatting Is Complete.

12. Using Screen Directions. Press the SPACE-BAR once. The screen now looks like the example in Figure 2-10.

Disk: Disk 1 (Slot 6)

DISK FORMATTER

Escape: Other Activities

Main Menu

Other Activities

Disk formatter

The formatter will use the disk drive shown on the top line of the screen.

A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.

Type a disk name: DATA.BASE

533K Avail.

Figure 2-10. Monitor Screen After Exiting The Successfully Formatted Mode.



13. Exiting The Format Option. Press the ESCAPE key once. This action moves the program back to the "Other Activities," menu (see Figure 2-11).

OTHER ACTIVITIES Escape: Main Menu Disk: Disk 1 (Slot 6) Main Menu Other Activities Change current disk drive or ProDOS prefix List all files on the current disk drive 3. Create a subdirectory Delete files from disk Format a blank disk Select standard location of data disk Specify information about your printer(s) 532K Avall. Type number, or use arrows, then press Return _ Figure 2-11. "Other Activities" Menu. 14. Escaping The Other Activities Option. Press the ESCAPE key to return to the "Main Menu" (see Figure 2-12). MAIN MENU Escape: "DATA.BASE" Disk: Disk 1 (Slot 6) Main Menu 1. Add files to the Desktop 2. Work with one of the files on the Desktop

Type number, or use arrows, then press Return

3. Save Desktop files to disk

4. Remove files from the Desktop

d-? for Help

Figure 2-12. "Main Menu."

5. Other Activities

6. Quit



15. <u>Information Storage</u>. The disk can now be used for data storage.



CHAPTER THREE

CONSTRUCTING DATA BASE FILES

INTRODUCTION

Constructing Data Base Files provides a step-by-step description of the process required to construct a new data base file from scratch. In Chapter Eight you'll learn how to construct data base files from spreadsheet files.

STEPS

DIRECTIONS

01. Program Loading.

- a. Place the AppleWorks program in disk drive #1, slot #5 and load the program into the computer. With this task completed, your screen should look like Figure 3-1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find Disk 1 (slot 6).
- b. If this is the case, proceed to step 02.

Disk: Disk 1 (Slot 6)

MAIN MENU

Escape: "DATA.BASE"

Main Menu

- 1. Add files to the Desktop
- 2. Work with one of the files on the Desktop
- 3. Save Desktop files to disk
- 4. Remove files from the Desktop
- 5. Other Activities
- 6. Quit

Type number, or use arrows, then press Return

d-? for Help

Figure 3-1. The Computer Monitor Screen Showing The Main Menu With Disk 1 (Slot 6) Selected.



- c. If you see Disk 2 (slot 6), Disk 1 (slot 5), or Disk 2 (slot 5) in the upper left hand corner, return to the beginning of Chapter Two and follow the directions for shifting to a different disk. They start with step 1 of Chapter Two.
- 02. <u>Selecting The Add Files Menu</u>. Select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished by:
 - a: Insuring the "Add files to the Desktop" is highlighted, and;
 - b. Pressing the RETURN key once. The monitor screen will shift so that it appears like the picture shown in Figure 3-2.

Disk: Disk 1 (Slot 6)

ADD FILES

Escape: Main Menu

Main Menu

Get files from:

1. The current disk: Disk 1 (Slot 6)

2. A different disk

Make a new file for the:

3. Word Processor

4. Data Base

5. Spreadsheet

Type number, or use arrows, then press Return

532K Avall.

Figure 3-2. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

- 03. Selecting the Data Base Option.
 - a. Press the numeral "4" key once.
 - b. Press the RETURN key once. The combined actions of procedures "a" and "b" will bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 3-3.



DATA BASE Disk: Disk 1 (Slot 6) Escape: Add Files Main Menu Add Files Data Base Make a new file: 1. From scratch 2. From a text (ASCII) file 3. From a Quick File (TM) file 4. From a DIF (TM) file Type number, or use arrows, then press Return 532K Avall. Figure 3-3. The "Data Base" Menu. 04. Naming The File. Escape: Add Files DATA BASE Disk: Disk 1 (Slot 6) Main Menu Add Files Data Base Make a new file: --> From scratch 2. From a text (ASCII) file 3. From a Quick File (TM) file

Figure 3-4. The Screen Showing The "From Scratch" Option Selected.

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Type a name for this new file:

4. From a DIF (TM) file

a. Select option #1 (it is highlighted), "From scratch" by pressing the RETURN key once. The picture you see on the screen will change to look like the one shown in Figure 3-4.

Disk: Disk 1 (Slot 6) DATA BASE Escape: Erase entry Main Menu Add Files Data Base Make a new file: --> From scratch From a text (ASCII) file From a Quick File (TM) file From a DIF (TM) file 532K Avall. Type a name for this new file: INVENTORY_ Figure 3-5. Blank Data Base File Titled "INVENTORY." Escape: Review/Add/Change File: INVENTORY CHANGE NAME/CATEGORY Category names _ategory 1 Options: Change category name Up arrow Go to filename Down arrow Go to next category Insert new category 532K Avail. Type entry or use & commands

Figure 3-6. The Computer Screen Showing The Data Pase File After Entering The File Title, "INVENTORY."



- b. Directions at the bottom of the screen tell you to name the the new file so type the word "INVENTORY." The screen now is identical to the example in Figure 3-5.
- c. Press the RETURN key once to enter the file title. The screen should look like the picture shown in Figure 3-6.
- 05. Blinking Block Cursor. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-APPLE and "E" keys at the same time).
- 06. Naming Categories Or Fields. Insert the first category name (categories, in the printed data base file, run from top to bottom). To do this:
 - a. Press the CAPS-LOCK key down so that the machine will type only capital letters.
 - b. Type "ITEM NAME."
 - (1) Press the SPACE-BAR several times to erase the remaining letters and number in the original "Category 1" (see Figure 3-7).

File: INVENTORY

CHANGE NAME/CATEGORY Escape: Restore former entry

Lategory	dilles

ITEM NAME

Options:

Change category name
Up arrow Go to filename
Down arrow Go to next category
G-I Insert new category

Type entry or use & commands

532K Avail.

Figure 3-7. The Computer Screen After Inserting The "ITEM NAME" Category.



- (2) Press the RETURN key once. The monitor screen should look like the example in Figure 3-7.
- c. Type. "DESCRIPTION," and then press the RETURN key once.

Category names

ITEM NAME
DESCRIPTION
GTY
STOR.LOCATION

CHANGE NAME/CATEGORY
Escape: Review/Add/Change

Continue: Review/Add/Change

Change Name/Category

Coptions:
Type category name
Up arrow
Go to previous category

Type entry or use & commands

532K Avall.

Figure 3-8. The Computer Screen After Typing The Four Category Names.

File: INVENTORY

REVIEW/ADD/CHANGE

Escape: Main Menu

Category names

This file does not yet contain any information. Therefore, you will automatically go into the Insert New Records feature.

Press Space Bar to continue

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Figure 3-9. The Monitor Screen After Escaping From The Add Category Names Procedure.



Insert two additional categories titled "QTY" and f. "STOR.LOCATION" (storage location). Press the RETURN key once after typing each category name as was done above in steps "b" and "c." The screen should look like the picture in Figure 3-8. At this point, the cursor is located on the line telow "STOR.LOCATION."

07. Moving To Insert Data.

- Press the ESC (escape) key once. The screen now looks like the picture shown in Figure 3-9.
- Press the SPACE-BAR once. The screen changes to appears like b. the one shown in Figure 3-10 and the file is ready for the insertion of real data.

File: INVENTORY

INSERT NEW RECORDS Escape: Review/Add/Change

Record 1 of 1

TEM NAME: -DESCRIPTION: -QTY: -ŠŤOR.LOCATION: -

Type entry or use & commands

532K Avail.

The Computer Screen Showing A Blank "Record 1 of 1."

- Inserting Data. Insert data in the first two records (records 08. run from left to right in the printed data base). This accomplished as follows:
 - Type the information to be entered in the first category.
 - Press the RETURN key once.
 - Type information in the next category and press the RETURN C. key once, again.



Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.

File: INVENTORY

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	QTY	STOR.LOCATION
MI CROSCOPE WRENCH	BINOCULAR BOX, 1/4-20	15 6 -	1-A-1 2-B-3

Type entry or use & commands

d-? for Help

The Computer Screen After Entering Data In The First Two Figure 3-11. Records And Switching Screen Formats.

File: INVENTORY

CHANGE RECORD LAYOUT Escape: Review/Add/Change

Move cursor
Switch category positions
Change column width
Delete this category
Insert a previously deleted category --> or <--

ITEM NAME	DESCRIPTION	QTY	STOR.LOCATION	M
MI CROSCOPE WRENCH	BINOCULAR BOX, 1/4-20	15 6	1-A-1 2-B-3	R G I N

Use options shown above to change record layout

532K Avail.

Figure 3-12. The Computer Screen Showing The Alter Layout Option.

- e. If the computer does not move automatically from record 1 to record 2. follow the directions provided on the monitor screen.
- Changing Data Base File Formats. After inserting information 09. in the first two records, press the OPEN-APPLE and the "Z" keys (zoom function) at the same time. The screen will now appear similar to the example provided in Figure 3-11 (if you want to return to the original format, press the OPEN-APPLE and the "2" keys again).
- 10. Altering The File Layout.
 - Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action allows changes in the column widths and other adjustments to be made to the file (see Figure 3-12).
 - b.. Alter the file to fit your desires by following the directions provided on the screen.
 - c. Press the ESC key once. The screen will appear similar to the example shown in Figure 3-13.

File: INVENTORY

CHANGE RECORD LAYOUT Escape: Review/Add/Change

What direction should the cursor go when you press Return?

> Down (stan 'd) 1 2: Right

QTY STOR.LOCATION DESCRIPTION ITEM NAME MICROSCOPE BINOCULAR BOX, 1/4-20 WRENCH

Type number, or use arrows, then press Return

._____ More ---> 532K Avall.

- The Computer Screen After Step 1 Of Escaping From The Figure 3-13. Layout Option.
 - Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 3-14.



Selection: All records

TOTAL DESCRIPTION

OTY STOP LOCATION

REVIEW/ADD/CHANGE

Escape: Main Menu

ITEM NAME DESCRIPTION GTY STOR.LOCATION
MICROSCOPE BINOCULAR 15 1-A-1
WRENCH BOX, 1/4-20 6 2-B-3

Type entry or use & commands & -? for Help



File: INVENTORY

Figure 3-14. The Monitor Screen Showing The Altered Data Base File.

^{11.} File Saving. Press the OPEN-APPLE and the "S" keys at the same time to save the file on the data disk in Disk 1 Slot (6). Note that normally, a red light over the disk drive slot comes on while the file is being saved. When the light is again extinguished, your file has been saved on your data disk.

CHAPTER FOUR

PRINTING DATA BASE FILES

INTRODUCTION

The procedures one follows to print data base files are discussed in this chapter. It is important to remember that there two basic formats, tables and labels. The labels format is used to print address and other types of labels. Printing your data base file or a part of it as a table is accomplished using the tables format.

STEPS

DIRECTIONS

01. <u>In The Beginning</u>. In the beginning, prior to starting the printing operation, your data base file should appear similar to the example shown in Figure 4-1.

File: INVENTORY

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	OTY	STOR.LOCATION
MI CROSCOPE	BINOCULAR	15	1-A-1
WRENCH	BOX, 1/4-20	6	2-B-3

Type entry or use & commands

d-? for Help

Figure 4-1. An example Data Base File.

02. Selecting A Print Format. To enter the print option, press the OPEN-APPLE and the "P" keys at the same time. As a result of this action, your screen should appear identical to the picture shown in Figure 4-2. Note that the program provides us with 5 options; (1) Get a report format; (2) Create a new "Tables"



format; (3) Create a new "Labels" format; (4) Duplicate an existing format, and; (5) Erase a format.

File: INVENTORY Report: None REPORT MENU Escape: Review/Add/Change Get a report format Create a new "tables" format Create a new "labels" format Duplicate an existing format Erase a format 532K Avall. Type number, or use arrows, then press Return The Monitor Screen After Exercising The Initial Print Figure 4-2. Option Escape: Report Menu REPORT CATALOG File: INVENTORY Report: None You don't have any report formats 532K Avail. Press Space Bat to continue

Figure 4-3. The Monitor Screen After Selecting The "Get a report format" Option.



- a. Select the, "Get a report format," option. To do this:
 - (1) Insure the option is highlighted by pressing the UP-ARROW key if necessary.
 - (2) Press the RETURN key once. The monitor screen will appear like the picture shown in Figure 4-3, indicating that a format cannot be accessed because a format has not yet been constructed.
- b. Return to the Report Menu by pressing the ESC key once.
- c. Select the tables format option as follows:
 - (1) Insure that option #2 in highlighted.
 - (2) Press the RETURN key once. The monitor screen now appears identical to Figure 4-4.

NAME THE NEW REPORT

Escape: Report Menu

532K Avail.

kepor co none			
	:=====================================	 **********	====

Figure 4-4. The Monitor Screen After Selecting The Tables Format Option.

c. Name the report by typing the name you wish to appear at the top of the page when the file has been printed. An example is shown in Figure 4-5.



File: INVENTORY

Type a name for the report:

File: INVENTORY Report: None Escape: Erase entry NAME THE NEW REPORT 532K Avail. Type a name for the report: SCI.DEP.INVENTORY Figure 4-5. Naming The Report. File: INVENTORY Report: SCI.DEP.INVENTORY Selection: All records Escape: Report Menu REPORT FORMAT Right justify this category
Define a calculated category
Change report name and/or title
Printer options
Print the report
(hange record selection sules ₫-J ₫-K ₫-N -> or <-- Move cursor or <-- move cursor

<p>Switch category positions
<-- Change column width</p>
Arrange (sort) on this category
Delete this category
Add/remove group totals
Insert a prev. deleted category Change record selection rules Add/remove category totals STOR.LOCATIO L OTY ITEM NAME DESCRIPTION BINOCULAR BOX, 1/4-20 n52 15 MICROSCOPE 531K Avail. Use options shown above to change report format

Figure 4-6. The Beginning Of The Print Option Phase.

d. Enter the prin once. The mon shown in Figur	t options phase by pressitor screen changes to a e 4-6.	ing the RETURN key ppear like the example
File: INVENTORY Report: SCI.DEP.INVENTORY	REPORT MENU	Escape: Review/Add/Change
4. U	et a report format reate a new "tables" for reate a new "labels" for uplicate an existing for rase a format eep working with current	mat
Type number, or use arrows Figure 4-7. The Monito	, then press Return or After Returning To The	531K Avail.
File: INVENTORY Report: SCI.DEP.INVENTORY	NAME THE NEW REPORT	Escape: Report Men
Type a name for the report	; :	531K Avail.

Figure 4-8. Monitor Screen With The Labels Option Selected.



Type a name for the report:

- e. Return to the Report Menu by pressing the ESC key once.
 The screen now appears like the example shown in Figure 4-7.
- e. Select the labels format as follows.
 - (1) Press the DOWN-ARROW key twice to highlight the desired option.
 - (2) Press the RETURN key once. Now examine Figure 4-8.
- f. Name the file as before by typing the name you want to appear on the report. The file following the naming process is shown in Figure 4-9.

File: INVENTORY N. Report: SCI.DEP.INVENTORY

NAME THE NEW REPORT

Escape: Erase entry

Type a name for the report: LOCATION.LABELS 531K Avail.

Figure 4-9. The Report After It Has Been Named.

g. Enter the print option phase by pressing the RETURN key once. The screen changes to appear like the example shown in Figure 4-10.



File: INVENTORY Report: LOCATION.LABELS Selection: All records

REPORT FORMAT

Escape: Report Menu

ITEM NAME DESCRIPTION GTY

ŠŤŌR.LOCATION -----Each record will print 4 lines-----

Use options shown on Help Screen

d-? for Help

Figure 4-10. The Screen After Entering The Print Option Phase.

Selecting A Printer. Since we are not interested in investigating print options but rather actually printing a report. we shall proceed, first printing the report using the labels format and then the tables format.

File: INVENTORY Report: LOCATION.LABELS Selection: All records

PRINT THE REPORT

Escape: Report Format

Where do you want to print the report?

- ImageWriter EPSON
- The screen
- The clipboard (for the Word Processor) A text (ASCII) file on disk A DIF (TM) file on disk

Type number, or use arrows, then press Return

531K Avail.

Figure 4-11. The Screen Showing The Select A Printer Options.



- a. Printing The Report In Labels Format.
 - (1) Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now appears identical to the picture shown in Figure 4-11.
 - (2) Highlight the type of printer you have by using the DOWN-ARROW key. Many Apple systems use the ImageWriter printer. If the type of printer interfaced with your system is not shown here, consult your Apple computer instruction book to obtain directions regarding how to alter the computer configuration so that the printer you have can be used. Also, consult your AppleWorks instruction manual. A printer alteration procedure is included as selection #6 of the "Other Options" menu, reached through the AppleWorks "Main Menu."
 - (3) Press the RETURN key once. The monitor screen now looks like the picture shown in Figure 4-12.

File: INVENTORY Report: LOCATION.LABELS Selection: All records

PRINT THE REPORT

Escape: Report Format

While the printer is running you can use these keys:

Escape

to stop printing and return to report format

Space Bar

to pause

to continue printing

Type report date or press Return:

531K Avall.

Figure 4-12. The Monitor Screen After Selecting The Correct Printer.

(4) Type the report date as directed on the screen. Figure 4-13 shows the monitor screen after accomplishing this task.



File: INVENTORY Report: LOCATION.LABELS Selection: All records

PRINT THE REPORT

Escape: Erase entry

While the printer is running you can use these keys:

Escape

to stop printing and return to report format

Space Bar

to pause to continue printing

Type report date or press Return: 90MAR07

531K Avail.

The Monitor Showing The Report Date Typed. Figure 4-13.

> Press the RETURN key once and examine Figure 4-14. (5)

File: INVENTORY
Report: LOCATION.LABELS
Selection: All records

PRINT THE REPORT

2022277227627777777777777777

Escape: Report Format

While the printer is running you can use these keys:

Escape

to stop printing and return to report format

Space Bar

to pause to continue printing

How many copies? 1

531K Avail.

The Monitor Screen With The Report Date Entered. Figure 4-14.

> Select the number of copies you wish the computer to (6) print as follows:



File: INVENTORY Report: LOCATION.LABELS Selection: All records

REPORT FORMAT

Escape: Report Menu

ITEM NAME DESCRIPTION

STOR. LOCATION

-----Each record will print 4 lines-----

Use options shown on Help Screen

d-? for Help

Figure 4-15. The Screen After The Printing Operation Has Been Completed.

File:

INVENTORY

Report: LOCATION.LABELS

Page 1 90MAR07

MICROSCOPE BINOCULAR 15

1-A-1

Figure 4-16. An Example Of The Printed Report.



- Press the RETURN key once. Pressing the RETURN key automatically causes the printer to begin printing, provided it is turned on, has paper, and so on. Following the printing, the screen appears as it does in Figure 4-15. An example of the printed copy is shown in Figure 4-16.
- b. Printing The Report In The Tables Format.
 - (1) Return to the print options as follows.
 - (a) Press the ESC key once. This action takes you to the Report Format selections menu.
 - (2) Select the "Get a report format option." To do this:
 - (a) Insure that the proper choice is highlighted. If necessary, use the UP-ARROW key to accomplish the task.
 - (b) Press the RETURN key once. The screen now looks like the picture shown in Figure 4-17.

File: INVENTORY Report: LOCATION.LABELS REPORT CATALOG

Escape: Report Menu

Current report formats:

1. SCI.DEP.INVENTORY 2. LOCATION.LABELS

Type number, or use arrows, then press Return

531K Avail.

(3) Select the tables format made earlier as follows:

Figure 4-17. The Monitor Screen With "Get a report format option" Chosen.

REPORT FORMAT

File: INVENTORY Report: SCI.DEP.INVENTORY Selection: All records

Escape: Report Menu

Right Justify this category
Define a calculated category
Change report name and/or title
Printer options
Print the report 0 - K 0 - K 0 - C 0 - C Ģ-Ā Ģ-D Delete this category Add/remove group totals Ğ-₽ Change record selection rules Add/remove category totals ሳ-G Insert a prev. deleted category

DESCRIPTION OTY
BINOCULAR 15 STOR.LOCATIO L ITEM NAME MICROSCOPE BOX, 1/4-20 WRENCH б

Use options shown above to change report format

531K Avail.

The Screen After Returning To The Previously Constructed Figure 4-18. Tables format.

File: INVENTORY
Report: SCI.DEP.INVENTORY
Selection: All records

PRINT THE REPORT

Escape: Report Format

Where do you want to print the report?

ImageWriter EPSON 1234.

The screen

The clipboard (for the Word Processor)
The clipboard (for Mail Merge)
A text (ASCII) file on disk
A DIF (TM) file on disk

Type number, or use arrows, then press Return

531K Avail.

Figure 4-19. Printer Select Request.

> Highlight the proper report title using the ARROW (a) keys.



- (b) Press the RETURN key once. The monitor screen changes to appear like the example in Figure 4-18.
- Since we are not, interested in exploring the various (4) print options, press the OPEN-APPLE and the "P" keys at the same time. This action moves you to the select printer menu (see Figure 4-19).
 - (5) Use the ARROW keys to select the proper printer and then press the RETURN key once. This brings you to the select date request (see Figure 4-20).

File: INVENTORY Report: SCI_DEP.INVENTORY Selection: All records

Escape: Restore former entry PRINT THE REPORT

While the printer is running you can use these keys:

Escape

to stop printing and return to report format

Space Bar

to pause to continue printing

Type report date or press Return:

531K Avall.

Select Date Request. Figure 4-20.

> Type the date and press the RETURN key once. You are (6) now in the number of copies request (see Figure 4-21).



PRINT THE REPORT

File: INVENTORY Report: SCI.DEP.INVENTORY Selection: All records

Escape: Report Format

While the printer is running you can use these keys:

Escape

to stop printing and return to report format

Space Bar

to pause to continue printing

How many copies? 1

531K Avall.

Page 1

90MĂROB

Number Of Copies Request. Figure 4-21.

File: INVENTORY

Report: SCI.DEP.INVENTORY

STOR.LOCATIO DESCRIPTION GTY

MICROSCOPE WRENCH

ITEM NAME

BINOCULAR BOX, 1/4-20

15 б

1-A-1 2-B-3

The Screen Showing An Example Of The Printed Report. Figure 4-22.

> Type the number of copies and press the RETURN key once. (7) The printer will automatically begin to print (providing it is energized and setup correctly).

(8) Return to the "Report Menu" by pressing the ESC key once. Your screen will appear like the example in Figure 4-24. You can now print the report again in either format if you wish to do so.

File: INVENTORY

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	QTY	STOR.LOCATION
MICROSCOPE	BINOCULAR BOX, 1/4-20	15	1-A-1
WRENCH	BOX, 1/4-20	•	2-B-3

Type entry or use & commands

d-? for Help

(9) Press the ESC key once (again) to return to the data base file. Your monitor screen will appear similar to the picture shown in Figure 4-25. It is now possible to enter additional data in the file and do other work on the file.



Figure 4-25. The Monitor Screen After Returning To The Data Base File.

- (a) An example of the printed report is shown in Figure 4-22.
- Following the completion of the printing task, the (b) screen will appear mimilar to the example shown in Figure 4-2%.

File: INVENTORY Report: SCI.DEP.INVENTORY Selection: All resords

REPORT FORMAT

Escape: Report Menu

是对正是是 THE THE TREE THE TREE TO THE TREE TO THE TREE THE T d-J Right Justify this category
d-K Define a calculated category
d-N Change report name and/or title
d-O Printer options
d-P Print the report
d-R Change record selection rules
d-T Add/remove category totals --> or <-- Move cursor
> \(\) < Switch category positions
--> \(\) <-- Change column width
\(\) A Arrange (sort) on this category
\(\) Delete this category
\(\) Add/remove group totals d-A d-D Insert a prev. deleted category

STOR.LOCATIO L DESCRIPTION OTY ITEM NAME BINOCULAR 15 BOX, 1/4-20 6 -D----MICROSCOPE WRENCH

Use options shown above to change report format

531K Avail.

The Monitor Screen After The Printing Task Is Complete. Figure 4-23.

File: INVENTORY Report: SCI.DEP.INVENTORY REPORT MENU

Escape: Review/Add/Change

- Get a report format Create a new "tables" format Create a new "labels" format Duplicate an existing format Erase a format 1234.
- Keep working with current format

Type number, or use arrows, then press Return

531K Avail.

Figure 4-24. The Monitor Screen After Returning To The "Report Menu."



CHAPTER FIVE

EXERCISING DATA BASE PRINT OPTIONS

INTRODUCTION

A number of different printing options can be exercised using the AppleWorks program. The procedures users follow to execute those options are explained in this chapter.

STEPS

DIRECTIONS

01. In The Beginning. There are two types of formats that can be used when printing AppleWorks data base files: labels, and tables. The print options are somewhat different for each format. The labels format is discussed first. If you wish to print your file in a tables format and are interested in the print options for that format, proceed directly to Step 03. Bring the file to be printed to the Desktop. Your monitor screen will appear similar to the example shown in Figure 5-1.

File: DOC.LIBRARY.007

REVIEW/ADD/CHANGE

Selection: All records

DOC. N	DOC.	T	KEY	WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC.	FORM	DOC.	RCVR/US
00963 00964 00965 00966 00967 00968 00969 00971 00971 00973 00974 00976 00977	======================================		SCHI Inscinscinscinscinscinscinscinscinscinsci	EDULE ervic ervic ervic ervic ervic ervic ervic ervic ervic	Science Boulder	89SEP Reque Reque Reque Reque Reque Reque Reque Reque Reque	Osner Achenb Bohner Nissen Schlen Schlen Schlen Schlen Schlen Schlen Schlen	89AU 89AU 89AU 89AU 89AU 89AU 89AU 89AU	000120(000120(000120(000120(000120(000120(000120(000120(000120(000120(000120(Prior Memo Memo Memo Memo Memo Memo Memo Memo	ity	A 1 1 ROSA SALL TERR MERL JAND JAMO KATH JELEN	RUSSEL-Z E HORN-T A MC CLE CE CASTR NA TEMPL LEEN SWE T SHIGA- OR UNRUH PRICE-ZA ROMPRE-
												4 2 4	on Helm

Type entry or use & commands

d-? for Help

Escape: Main Menu

Figure 5-1. The Monitor Screen Showing A Data Base File.

- 02. Labels Format. Exercise the data base print option as follows:
 - a. Press the OPEN-APPLE and the "P" keys at the same time.



42

b.	Select the option	#3, "Create	a new "Labels"	format,"	from
	the "Report Forma	t" menu. To	do this:		

(1)	HI	gh l	ight	the	opti	on.
---	---	---	----	------	------	-----	------	-----

lle: eport	DOC.LIBI	RARY.00	7	NAME	THE	NEW	REPORT	Es	ecape:	Report	Menu
====	:=======	======	:=====	=======	====	====					51. 55 ps
ype	a name f	or the	report						4	 90K Ava	11.
-				:			Labels Opt			90K Ava	 11. -
	Figure 5	i-2. Mo	onltor	Screen W	i th	The		lon Selec	ted.	90K Ava	<u> </u>

Type a name for the report: LABELS_

490K Avall.

Figure 5-3. Labels Format After The Report Has Been Named.

(2) Press the RETURN key once. Following the procedure, the monitor screen should appear similar to the example 43



shown in Figure 5-2.

Report Naming.

- Type the report name. Your screen now appears similar to Figure 5-3.
- Press the RETURN key once and then examine Figure 5-4. (2)

REPORT FORMAT

Escape: Report Menu

File: DOC.LIBRARY.007 Report: LABELS Selection: All records

DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: **AUTHOR:** DATE: DISK NO: DOC. FORM: DOC. RCVR/USER: -----Each record will print 10 lines-----

Use options shown on Help Screen

d-? for Help

Figure 5-4. The Monitor Screen After Entering The Report Name

- Selecting Print Options. There are two types of options which can be used here. First, we'll examine alteration in the fields or categories you see on the screen in Figure 5-4.
 - (1) Category alteration.
 - (a) Arrangement.



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File: Repor Selec	DOC.LIBRARY. ct: LABELS ction: All rec	007 cords	ARRANGE (SORT)	Escape:	Report Format
====	**************	This file	will be arranged on egory: DOC. NO:		
		Arrangeme	ent order:		
		1. 2. 3. 4.	From A to Z From Z to A From 0 to 9 From 9 to 0		
Type	number, or us	se arrows, t	then press Return		490K Avail.
	Figure 5-5.	The Screen	After Selecting The Arr	range Function	•
		i.	Press the OPEN-APPLE and at the same the. The man to appear like the example to appear like the example. Note the top of the same top of the s	nonitor screen mple shown in	changes Figure
File Repo Sele	: DOC.LIBRARY rt: LABELS ction: All re	.007 cords	REPORT FORMAT	Escap	e: Report Men
KEY SUBJ TITL AUTH DATE	TYPE: WORD: ECT: E: OR:	========	=======================================	22222222	
DISK DOC. DOC.	NO: FORM: RCVR/USER:	Each	record will print 10 l	i nes	
 Use	options shown	on Help Sc	reen		ά-? for Help
	Figure 5-6.	The Screen	After Completing The A	rrangement Fur	oction.



the file will be arranged is indicated there. In this case, the file will be arranged on the DOC.NO. category. It will subsequently be printed according to that arrangement.

- Press the DOWN-ARROW key 3 times to highlight ii. the "9 to 0" option.
- Press the RETURN key once (see Figure 5-6). iii.
- Press the OPEN-APPLE and the "Z" keys at the lv. same time. The screen will appear similar to the picture seen in Figure 5-7, indicating that the file has been rearranged such that the first file to be printed will be the one shown on the screen.

File: DOC.LIBRARY.007 Report: LABELS Selection: All records

REPORT FORMAT

Escape: Report Menu

00979 WP Inservice Boulder summer 1989 course Request to share materials among fellow teachers Schlenker/Davis 89AUG23 000120(AppleWorks) side 2 Memo CAROLYN DECKER-ARNN -----Each record will print 10 lines-----

Use options shown on Help Screen

d-? for Help

The Screen After Rearrangement And Exercise Of The Figure 5-7. OPEN-APPLE-Z Function.

> The file can be arranged also while it appears ٧. as it presently does on the screen. Press the DOWN-ARROW key several times to place the cursor under the first letter in the "AUTHOR" category (may be done in this format or the original format - to return to the other format, press the OPEN-APPLE and the "Z" keys at the same time).





File: DOC.LIBRARY.007 Report: LABELS Selection: All records

ARRANGE (SORT)

Escape: Report Format

This file will be arranged on this category: AUTHOR:

Arrangement order:

1. From A to Z 2. From Z to A 3. From 0 to 9 4. From 9 to 0

Type number, or use arrows, then press Return

522K Avall.

Figure 5-8. The Screen Showing The Arrange Function.

vi. Press the OPEN-APPLE and the "A" keys at the same time. The screen changes to appear similar to the monitor screen shown in Figure 5-8. Note at the top of the screen that the user is told the category will be arranged on the "Author" category.

File: DOC.LIBRARY.007 Report: LABELS Selection: All records

REPORT FORMAT

Escape: Report Menu

00973
WP
Inservice
Boulder summer 1989 course
Request to share materials among fellow teachers
Achenbach
89AUG23
000120(AppleWorks) side 2
Memo
JANET SHIGA-ARNN
------Each record will print 10 lines-------

Use options shown on Help Screen

d-? for Help

Figure 5-9. The Screen After Exercising The Arrange "A to Z' Option.



- Make sure the "A to Z" option is highlighted and then press the RETURN key once. Note the way the screen now appears. It shows the first record of the file that will be printed (see Figure 5-9).
- Press the OPEN-APPLE and the "Z" keys at the viii. same time to return to the labels format (see Figure 5-10).

REPORT FORMAT

Escape: Report Menu

File: DOC.LIBRARY.007 Report: LABELS Selection: All records

DOC. NO: DOC. TYPE: KEY WORD: SÜBJECT: TITLE: AUTHOR:

DATE: DISK NO: DOC. FORM: DOC. RCVR/USER:

-----Each record will print 10 lines-----

Use options shown on Help Screen

ძ−? for Help

Figure 5-10. Screen After Return To The Labels Format.

(b) Delete.

- Press the DOWN-ARROW several times until the i . cursor is under the first letter in the DISK NO. category.
- Press the OPEN-APPLE and the "D" key at the 11. same time. This action deletes the DISK NO. and leaves a blank space where the category was (see Figure 5-11). When the file is printed, a blank space appears where the field was removed. The category, however, has not been lost from the computer memory and can be reinserted if a mistake has been made. If you want to see the way a file record will look when it is printed, press the OPEN-APPLE and the "Z" keys at the same time.

File: DOC.LIBRARY.007 Report: LABELS Selection: All records

REPORT FURMAT

Escape: Report Menu

DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE:

AUTHOR: DATE:

DOC. FORM: DOC. RCVR/USER:

-----Each record will print 10 lines------

Use options shown on Help Screen

d-? for Help

The Monitor Screen After Deleting The Disk No. Field. Figure 5-11.

> (c) Insert.

> > Press the OPEN-APPLE and the "I" keys at the The "Insert" menu appears on the same time. screen (see Figure 5-12).

File: DOC.LIBRARY.007 Report: LABELS Selection: All records

INSERT A CATEGORY

Escape: Report Format

DISK NO:

A spacing line above cursor position A spacing line below cursor position

Type number, or use arrows, then press Return

522K Avail.

Figure 5-12. The Insert Menu.

ili. Make sure the words, DISK NO. are highlighted and press the return key once. The monitor screen now looks like the picture in Figure 5-13. This means all categories will be printed when the file is finally printed.

File: DOC.LIBRARY.007 Report: LABELS Selection: All records Escape: Report Menu REPORT FORMAT DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR: DATE: DISK NO: DOC. FORM: DOC. RCVR/USER: -----Each record will print 10 lines----d-? for Help Use options shown on Help Screen Figure 5-13. The Monitor After Reinserting The DISK NO. Category. File: DOC.LIBRARY.007 Report: LABELS Selection: All records Escape: Report Format INSERT A CATEGORY A spacing line above cursor position A spacing line below cursor position 522K Avail. Type number, or use arrows, then press Return

50

Figure 5-14. The Insert Menu.



iv. Position the cursor under the AUTHOR category and press the OPEN-APPLE and the "I" at the same time (see Figure 5-14).

File: DOC.LIBRARY.007
Report: LABELS
Selection: All records REPORT FORMAT Escape: Report Menu DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: AUTHOR: DOC. RCVR/USER: -----Each record will print 11 lines-----☆-? for Help Use options shown on Help Screen The Screen With A Space Inserted Following The AUTHOR Figure 5-15. Category. File: DOC.LIBRARY.007 Report: LABELS Selection: All records REPORT FORMAT Escape: Report Menu DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR: DATE: DISK NO: DOC. RCVR/USER: ------Each record will print 10 lines-----d-? for Help Use options shown on Help Screen The Monitor After Removing The Previously Insert d Figure 5-16.



Space.

- v. Compare Figure 5-14 with Figure 5-12. Now, highlight the, "insert a space below, option," press the RETURN key once and look at Figure 5-15. Notice that a space has been inserted below the AUTHOR category. When the file is printed, each record will have a space below the AUTHOR category.
- vi. Move the cursor down one space with the DOWN-ARROW key. The press the OPEN-APPLE and the "D" keys at the same time. The space is deleted and the monitor screen appears like the picture shown in Figure 5-16.
- (c) Print category name and entry.
 - i. Press the OPEN-APPLE and the "V" keys at the same time. The screen now appears similar to the example shown in Figure 5-17, with the category entry printed following the category name. This means that the when the file is finally printed, the category name will be printed before each entry in this category. You may see the way the actual print will appear by pressing the OPEN-APPLE and the "Z" at the same time.

DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:: Achenbach
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:

Use options shown on Help Screen

d-? for Help

Figure 5-17. The File After Inserting The First Category Name.

11. To insert the category names so they will be printed before additional categories, repeat 52



the OPEN-APPLE-V process with the cursor below the first letter of the category where you want the name printed.

- Record selection rules.
 - Press the OPEN-APPLE and the "R" keys at the same time. The screen appears similar to the one shown in Figure 5-18. This procedure allows selection of the rules by which the records are selected for printing in the final report. If this option is not used, all records in the file will be printed in the final report.

File: DOC.LIBRARY.007 Report: LABELS Selection:

SELECT RECORDS

Escape: Report Format

DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: AUTHOR:

NO: FORM: RCVR/USER:

Type number, or use arrows, then press Return

522K Avall.

Figure 5-18. Records Selection Rules Option Selected.

Use the DOWN-ARROW key to highlight the AUTHOR 11. category.



File: DOC.LIBRARY.007 Report: LABELS Selection: AUTHOR:

SELECT RECORDS

Escape: Report Format

equals

Is greater than is less than is not equal to is blank

is not blank contains

12345678901

begins with ends with does not contain does not begin with does not end with

Type number, or use arrows, then press Return

522K Avall.

The Monitor Screen After Selecting A Selection Rule Figure 5-19. Category.

> iii. Press the RETURN key once. The screen appears similar to the one shown in Figure 5-19. Note that AUTHOR or whatever category you have chosen appears at the top of the screen.

File: DOC.LIBRARY.007 Report: LABELS Selection: AUTHOR: equals

SELECT RECORDS

Escape: Report Format

Type comparison information:

522K Avail.

Figure 5-20. The Screen With "equals" Selected.

- Make sure that "equals" is highlighted and lv. press the RETURN key once (any selection category could have been selected here by using the DOWN-ARROW key to highlight it and then pressing the RETURN key). The monitor screen changes to appear similar to that seen in Figure 5-20. Note that the word "equals" appears at the top of the screen.
- Type the comparison information in the space ٧. provided at the bottom of the monitor screen. Figure 5-21 shows an example of that type of information.

3.1

SELECT RECORDS

Escape: Erase entry

File: DOC.LIBRARY.007 Report: LABELS Selection: AUTHOR: equals

<u>522K Avall.</u> Type comparison information: OSNER Figure 5-21. Monitor Screen With Comparison Information Typed.

> Press the RETURN key once (see Figure 5-22) to vl. enter the comparison information. Notice the complete selection rule now appears at the top of the screen. This indicates the computer will use this rule as a criterion for selection of the records to be printed.



File: DOC.LIBRARY.007
Report: LABELS
Selection: AUTHOR: equals OSNER Escape: Report Format SELECT RECORDS and or through 525K Avall. Type number, or use arrows, then press Return The Monitor Screen After The Comparison Information Has Figure 5-22. Been Entered. File: DOC.LIBRARY.007
Report: LABELS
Selection: AUTHOR: equals OSNER Escape: Report Menu REPORT FORMAT OC. NU:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR: DATE: DISK NO:

Figure 5-23. The Monitor Screen After Drafting One Selection Rule And Exiting The Selection Rule Option.

vii. Second selection rule. A second selection rule may be added or the rule selection option exited. Press the ESC key once. The screen appears similar to the example in 56

d-? for Help

-----Each record will print 10 lines------



Use options shown on Help Screen

Figure 5-23, and only one rule will be used in the final selection of records to be printed.

File: DOC.LIBRARY.007
Report: LABELS
Selection: AUTHOR: equals OSNER Escape: Report Format SELECT RECORDS Select all records? No Yes Figure 5-24. Reentering The Rule Selection Option. vili. To reenter the selection rule option, press the OPEN-APPLE and the "R" keys at the same time. The monitor screen will appear identical to theone shown in Figure 5-24. File: DOC.LIBRARY.007 Report: LABELS Selection: Escape: Report Format SELECT RECORDS DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR: DATE: DISK NO: DOC. FORM: DOC. RCVR/USER:

Figure 5-25. The Rule Selection Process Reentered. 57

Type number, or use arrows, then press Return



492K Avail.

File: DOC.LIBRARY.007
Report: LABELS

SELECT RECORDS

Escape: Report Format

Selection: AUTHOR: equals OSNER

ard

or through

Type number, or use arrows, then press Return

490K Avail.

The Original Selection Rule Reentered. Figure 5-26.

- Select the NO option by pressing the RETURN ix. key once. The screen changes to look like that seen in Figure 5-25. Note that the original selection rule which was printed at the top of the screen, has disappeared. If you want to use the original rule, it must be entered again (see Figure 5-26).
- Enter a second selection rule. The process is х. the same as it was for the first rule. Figure 5-27 is an example of the screen after the second selection rule has been entered. Again, the rule selection process may be exited by by pressing the ESC key once. If it is exited, two rules will be used to select records for inclusion when the report is printed.



File: DOC.LIBRARY.007 SEI Report: LABELS Selection: AUTHOR: equals OSNER or AUTHOR: equals SCHLENKER SELECT RECORDS Escape: Report Format or through 522K Avail. Type number, or use arrows, then press Return Figure 5-27. Two Selection Rules Entered. To use three selection rules, you simple xi. follow the process through three times. Figure 5-28 shows the monitor screen after entering three selection rules. File: DOC.LIBRARY.007 REI
Report: LABELS
Selection: AUTHOR: equals OSNER
or AUTHOR: equals SCHLENKER
or AUTHOR: contains DAVIS REPORT FORMAT Escape: Report Menu DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:: Osner

AUTHOR:: Osner
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:

-----Each record will print 10 lines-----

Use options shown on Help Screen

d-? for Help

Figure 5-28. The Monitor Screen Showing Three Record Selection Rules Entered.



Selecting printer options. Press the CPEN-APPLE and the (2) "P" keys at the same time. The monitor screen now shows the "PRINT THE REPORT" menu (see Figure 5-29).

PRINT THE REPORT

Escape: Report Format

File DOC.LIBRARY.007 PRINTED P

Where do you want to print the report?

ImageWriter
EPSON
The screen
The clipboard (for the Word Processor)
A text (ASCII) file on disk
A DIF (TM) file on disk 12345

Type number, or use arrows, then press Return

492K Avall.

The "Print The Report" Menu. Figure 5-29.

> "The Screen" option. (a)

PRINT THE REPORT

Escape: Report Format

File: DOC.LIBRARY.007 PRIM Report: LABELS Selection: AUTHOR: equals OSNER or AUTHOR: equals SCHLENKER or AUTHOR: contains DAVIS

While the printer is running you can use these keys:

Escape

to stop printing and return to report format

Space Bar

to pause

to continue printing

Type report date or press Return:

492K Avail.

Figure 5-30. The Monitor Screen Showing The First Step In "The Screen" Option.



Press the DOWN-ARROW key to highlight "The Screen" option.

Press the RETURN key once. The monitor screen now looks as does the example in Figure 5-30.

PRINT THE REPORT

Escape: Report Format

File: DOC.LIBRARY.007 PRINTED PRINTED

While the printer is running you can use these keys:

Escape

to stop printing and return to report format

Space Bar

to pause to continue printing

Type report date or press Return: 90MAR08

522K Avall.

Report Date Typed. Figure 5-31.

iii. Type the report date (see Figure 5-31).

File: DOC.LIBRARY.007
Report: LABELS
Selection: AUTHOR: equals OSNER
or AUTHOR: equals SCHLENKER
or AUTHOR: contains DAVIS

00977

WP

Inservice

Boulder summer 1989 course Request to share materials among fellow teachers AUTHOR:: Osner 89AUG23 000120(AppleWorks) side 2

Memo ESTER GOLDE-ARNN

Press Space Bar to continue

522K Avail.

Figure 5-32. Example Of A Report Printed To The Screen.



iv. Press the RETURN key once. The screen now shows the report on the screen exactly as the printer will print it. This option allows you to look at your report without having to print it. thereby saving paper (see Figure 5-32).

Figure 5-33. The Monitor Screen After Exiting The Print To The Screen Option.

- v. Suppose you want to make a change in what you see! Let's say you want eliminate the report header. Press the SPACE-BAR once. The program takes you back to the position in which you were prior to exercising the OPEN-APPLE-P option (see Figure 5-33.
- vi. Press the OPEN-APPLE and the "O" (Print Options) keys at the same time. The program now shifts to print options as shown in Figure 5-34.

File: DOC.LIBRARY.007 Report: LABELS	PRINTER OPTIONS	Escape: Report Format
Left and right margins PW: Platen Width 8.0 LM: Left Margin 0.0 RM: Right Margin 0.0 CI: Chars per Inch 10	inches Inches	bottom margins ngth 11.0 inches n 0.0 inches argin 0.0 inches Tinch 6
Line width 8.0 Char per line (est) 80	inches Printing Lines per	length 11.0 inches 66
SC: Send Special Cod PD: Print a Dash whe PH: Print report Hea OL: Omit Line when a KS: Keep number of l	ormatting options	No No Yes ank Yes record Yes
Type a two letter option code		522K Avall.
Figure 5-34. Print Options	Menu.	
vii. Type	PH (see Figure 5-35).	
File: DOC.LIBRARY.007 Report: LABELS	PRINTER OPTIONS	***********
File: DOC.LIBRARY.007 Report: LABELS	PRINTER OPTIONS	***********
File: DOC.LIBRARY.007	PRINTER OPTIONS Top and inches PL: Paper Lei inches TM: Top Marg inches BM: Bottom Mc LI: Lines per	***********
File: DOC.LIBRARY.007 Report: LABELSLeft and right margins PW: Platen Width 8.0 LM: Left Margin 0.0 RM: Right Margin 0.0 CI: Chars per Inch 10 Line width 8.0 Char per line (est) 80	PRINTER OPTIONS inches PL: Paper Lei inches TM: Top Marg inches BM: Bottom M LI: Lines per inches Printing Lines per formatting options	d bottom margins ngth 11.0 inches in 0.0 inches argin 0.0 inches c Inch 6 length 11.0 inches c page 66

Figure 5-35. PH Section of The Print Options Typed.



ix. Press the RETURN key once. Compare the screen now with the monitor screen shown in Figure

		<u> </u>	<u> </u>			
File: DOC.LIBRARY.007 Report: LABELS	PRINTER	OPTIONS	:==#?====	Escape:	Report	Format
PW: Platen Width 8.0 EM: Left Margin 0.0 RM: Right Margin 0.0 CI: Chars per Inch 10	inches inches inches	PL: TM: BM: LI:	Top and Paper Le Top Marc Bottom I	nd bottom ength gin Margin er Inch	margins- 11.0 0.0 0.0	inches inches inches
Line width 8.0 Char per line (est) 80	inches		Printing Lines p	g length er page	11.0 66	inches
SC: Send Special Co PD: Print a Dash who PH: Print report He OL: Omit Lira when KS: Keep number of	Formatting des to prender an entrader at to all entricallines the	g options Inter ry is bla op of eac es on li Same wi	ank ch page ne are b thin eacl	lank h record	No No No Yes Yes	
Type a two letter option code					522K A	vail.
Figure 5-36. The Change In	PH Categ	ory.				
						_
File: DOC.LIBRARY.007 Report: LABELS Selection: AUTHOR: equals OSNE or AUTHOR: equals SCHL or AUTHOR: contains DA		FORMAT		Esca	pe: Repo	rt Menu
Danart: TARETS	R ENKER VIS		======			
Report: LABELS Selection: AUTHOR: equals OSNE or AUTHOR: equals SCHL or AUTHOR: contains DA ===================================	R ENKER VIS		======			
Report: LABELS Selection: AUTHOR: equals OSNE or AUTHOR: equals SCHL or AUTHOR: contains DA ===================================	R ENKER VIS		======			

Figure 5-37. Pre-Print Option Location.



64

5-34. Notice that the wording changed from "Yes" to "No" following the "PH" category (see Figure 5-36).

Press the ESC key once. The program returns х. you to the pre-print option location (Figure 5-37).

PRINT THE REPORT

Escape: Report Format

File: DOC.LIBRARY.007 PRIME Report: LABELS Selection: AUTHOR: equals OSNER or AUTHOR: equals SCHLENKER or AUTHOR: contains DAVIS

Where do you want to print the report?

ImageWriter EPSON The screen

The clipboard (for the Word Processor) A text (ASCII) file on disk A DIF (TM) file on disk

123456

Type number, or use arrows, then press Return

522K Avail.

Figure 5-38. The PRINT THE REPORT Option Reentered.

Press the OPEN-APPLE and the "P" keys at the xi. same time to reenter the PRINT THE REPORT option (see Figure 5-38).



00977 [nservice Boulder summer 1989 course Request to share materials among fellow teachers UTHOR:: Osner 89AUG23 000120(AppleWorks) side 2 lemo ESTER GOLDE-ARNN

The Modified Report.

Press Space Bar to continue

Figure 5-39.

522K Avall.

File: DOC.LIBRARY.007 REI
Report: LABELS
Selection: AUTHOR: equals OSNER
or AUTHOR: equals SCHLENKER
or AUTHOR: contains DAVIS Escape: Report Menu REPORT FORMAT

DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: AUTHOR:: Osner DATE: DISK NO: DOC. FORM: DOC. RCVR/USER:

-----Each record will print 10 lines-----

Use options shown on Help Screen

f

d-? for Help

The Monitor Showing The Pre-Print Option Phase. Figure 5-40.

> Highlight "The Screen" and press the RETURN xii. key once. The screen now shows the report 66



printed to the screen as it will look on paper with the PH change incorporated (see Figure 5-39).

- xiii. Press the SPACE-BAR once to return to the pre-print option phase (see Figure 5-40).
- Press the OPEN-APPLE and the "P" keys at the xiv. same time. You have returned to the PRINT THE REPORT menu (see Figure 5-41).

PRINT THE REPORT

Escape: Report Format

File: DOC.LIBRARY.007 PRINTED PRINTED

Where do you want to print the report?

ImageWriter EPSON The screen

1. 23. 4. The clipboard (for the Word Processor) A text (ASCII) file on disk A DIF (TM) file on disk

Type number, or use arrows, then press Return

522K Avail.

The PRINT THE REPORT menu. Figure 5-41.

> If you highlight the "The clipboard (for the XV. Word Processor)" and press the RETURN key once, your screen will appear like the example in Figure 5-42. This route must be taken if want to move your data base file into a word processing file. You might do this if you needed to use the information from the data base file in a written report.



File: DOC.LIBRARY.007 PRINTED PRINTED

PRINT THE REPORT

Escape: Report Format

or

AUTHOR: contains DAVIS

The report is now on the clipboard, and can be moved or copied into Word Processor documents.

Press Space Bar to continue

520K Avail.

The Monitor Screen After Printing The Data Base File To Figure 5-42. The Clipboard.

PRINT THE REPORT

Escape: Report Format

File: DOC.LIBRARY.007 PRINTED PRINTED

or

AUTHOR: contains DAVIS

While the disk is running you can use these keys:

Escape

to stop printing and return to report format

Space Bar

to continue printing

Pathname?

520K Avail.

The Monitor Screen Showing The Results Of Selecting The Figure 5-43. ASCII Print Option.

- If you highlight the "A text (ASCII) file on xvi. disk" option and press the RETURN key once, the result will be the same as is seen in Figure 5-43. Note the lower left corner of the screen! The program requires you to provide "pathname" information before you can proceed. Consult your AppleWorks users manual for a discussion of "pathnames." If you exercise this option and then want to return to the PRINT THE REPORT menu, press the ESC key once.
- If you highlight the "A DIF (TM) file on xvii. disk" option and press the RETURN key once you'll obtain the results seen on the screen in Figure 5-44. If you exercise this option and then want to return to the PRINT THE REPORT menu, press the ESC key once.

PRINT THE REPORT

Escape: Report Format

File: DOC.LIBRARY.007 PRINTED AUTHOR: contains DAVIS or

> While the disk is running you can use these keys:

Escape

to stop printing and return to report format

Space Bar

to pause to continue printing

Pathname?

520K Avail.

The Results Of Selecting The DIF Option. Figure 5-44.

> xviii. Highlight the name of the type of printer you are used with your computer. To do this, use the ARROW keys.



00977 WP

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Request to share materials among fellow teachers

AUTHOR:: Osner

89AUG23

000120(AppleWorks) side 2

Memo

ESTER GOLDE-ARNN

Figure 5-45. An Example Report Printed In The Labels Format.

File: DOC.LIBRARY.007 Report: None

NAME THE NEW REPORT

Escape: Report Menu

Type a name for the report:

525K Avall.

Figure 5-46. Tables Format Selected.

- xix. Press the RETURN key once and follow the directions listed on the screen to print your report. The result will be similar the example shown in Figure 5-45.
- 03. Tables Format. Exercise the data base print option as follows:
 - a. Press the OPEN-APPLE and the "P" keys at the same time.
 - b. Select option #2, "Create a new "Tables" format," from the "Report Format" menu by highlighting it.
 - c. Press the RETURN key once. Following the procedure, the monitor screen should appear similar to the example shown in Figure 5-46.
 - d. Report Naming.

File: DOC.LIBRARY.007

(1) Type the report name. Your screen now appears similar to Figure 5-47.

Escape: Erase entry

Report: None			
	 	***********	==

NAME THE NEW REPORT

Type a name for the report: LIBRARY ENTRIES 525K Avail.

Figure 5-47. Tables Format After The Report Has Been Named.

(2) Press the RETURN key once and then examine Figure 5-48.



File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Selection: All records

REPORT FORMAT

Escape: Report Menu

>	Move cursor Switch catego Change column (sort) on th this category nove group tot a prev. delet	d-J Right justify this category d-K Define a calculated category d-N Change report name and/or title d-O Printer options d-P Print the report d-R Change record selection rules d-T Add/remove category totals						
DOC. NO: -A	DOC. TYPE: -B	KEY WORD: -C	Science Boulder Boulder	Coor summ summ	89SEP07	-15 to s	AUTHOR: -F	DA G 89 89 89

Figure 5-48. The Monitor Screen After Entering The Report Name.

- e. <u>Selecting Print Options</u>. Directions to the printer can be dictated in two ways:
 - (1) Using the options shown to you on the screen.
 - (2) By pressing the OPEN-APPLE and the "O" keys at the same time. We'll examine the screen functions first.
 - (3) Altering category widths.
 - (a) Press the RIGHT-ARROW key several times to move the cursor to the AUTHOR category.
 - (b) Press and hold down the OPEN-APPLE key and while it is held down, press the RIGHT-ARROW key several times. Your screen will appear similar to the picture in Figure 5-49.



File: DOC.LIBRARY.007
Report: LIBRARY ENTRIES
Selection: All records REPORT FORMAT Escape: Report Menu Right justify this category
Define a calculated category
Change report name and/or title
Printer options
Print the report
Change record selection rules ₫-J ġ-K ġ-N Moye cursor Switch category positions
<-- Change column width</p>
Arrange (sort) on this category
Delete this category
Add/remove group totals
Insert a prev. deleted category Add/remove category totals DOC. TYPE: KEY WORD: SUBJECT: TITLE: **AUTHOR:** DOC. NO: -F---SCHEDULE Science Coor 89SEP07-15 Osner Boulder summ Request to s Achenbach Boulder summ Request to s Babcock 00963 00964 00965 Inservice Inservice ----- More ---> 492K Avall. Use options shown above to change report format The Monitor Screen Showing The Alteration Of The AUTHOR Figure 5-49. Category. File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Selection: All records Escape: Report Format ARRANGE (SORT) This file will be arranged on this category: AUTHOR: Arrangement order: From A to Z From Z to A From O to 9 From 9 to O

Figure 5-50. The Monitor Screen Showing The Arrange Menu.

Type number, or use arrows, then press Return

492K Avail.

- (4) Alphabetical and numerical arrangement of categories.
 - Leaving the cursor on the AUTHOR field, press the (a) OPEN-APPLE and the "A" keys at the same time (see Figure 5-50).
 - Press the DOWN-ARROW key until the, "From Z to A" (b) option is highlighted.
 - (c) Press the RETURN key once and then examine Figure 5-51.

File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Selection: All records

REPORT FORMAT

Escape: Report Menu

	d-J Right justify this category d-K Define a calculated category d-N Change report name and/or title d-O Printer options d-P Print the report d-R Change record selection rules d-T Add/remove category totals						
DOC. NO:	DOC. TYPE:	KEY WORD:	SUBJECT	:	TITLE:		AUTHOR:
-A 00967 00968 00969	WP WP WP	Inservice Inservice Inservice	Boulder Boulder Boulder	summ summ	Request Request Request	to s to s	Schlenker/Davis Schlenker/Davis Schlenker/Davis
Use options	shown above b	o change repo	rt format	 t			More> 525K Avail.

Figure 5-51. The Rearranged Author Field.

- Delete a category. (5)
 - (a) Press the OPEN-APPLE and the "D" keys at the same time. Your screen shows that the category on which the cursor was placed has disappeared (see Figure 5-52).



File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Selection: All records

REPORT FORMAT

Escape: Report Menu

> or < Move cursor > d < Switch category positions> d < Change column width> d < Change report name and/or title d Arrange (sort) on this category d Change report name and/or title d Change report deleted selection rules d Change report selection rules d Change report selection rules d Change report summ Request to selection rules d Change report summ Request to selection rules d Change report summ Request to selection rules d Change report summ Request to selection sele							
> or < Move cursor > d < Switch category positions> d < Change column width> d < Change column and/or title> d < Change column width> d < Change record selection rules> d < Change record selection rules	1. AUTHO	======== R:	:======================================		:=======	. 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	=====
> or < Move cursor > d < Switch category positions> d < Change column width d-A Arrange (sort) on this category d-G Add/remove group totals d-I Insert a prev. deleted category d-G Add/remove deleted category d-G Add/remove category d-G Add/remove group totals d-I Insert a prev. deleted category d-G Add/remove category totals DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: DATE: DISK NO:	File: DOC.	LIBRARY 007 BRARY ENTRIES					- Format
> or < Move cursor > d < Switch category positions> d < Change column width d-A Arrange (sort) on this category d-D Delete this category d-G Add/remove group totals d-I Insert a prev. deleted category d-I Insert a prev. deleted category d-C Add/remove category d-T Add/remove category totals DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: DATE: DISK NO:							vall
> or < Move cursor > or < Move cursor > or < Switch category positions> or < Change column width> or < Change column width> or < Change column width> or < Change report name and/or title	00973 00978 00974	WP WP WP	Inservice Inservice Inservice	Boulder summ Boulder summ Boulder summ		s 89AUG23 s 89AUG23 s 89AUG23	0001200 0001200 0001200
on (- Mouse gurger 4-1 Pight justify this category	DOC. NO:	DOC. TYPE:	KEY WORD:	SUBJECT:	TITLE:	F	DISK NO
	> or < > d < d-A Arran d-D Delet d-G Add/r d-I Inser	Move cursor Switch cated Change colum ge (sort) on the category emove group to t a prev. dele	gory positions in width this category otals eted category	de.T Plat	t justify the line a calculation of the report nations in the report nations in the report series of the record se	is categorited categories and/or category totals	title

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The Monitor Screen After Beginning The Insert Process.

Figure 5-53.

File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Selection: All records Escape: Report Menu REPORT FORMAT Right Justify this category
Define a calculated category
Change report name and/or title
Printer options --> or <-- Move cursor
> d < Switch category positions
--> d <-- Change column width
d-A Arrange (sort) on this category
d-D Delete this category
d-G Add/remove group totals
d-I Insert a prev. deleted category - J - K - N - P - P - P Print the report Change record selection rules Add/remove category totals ₫-Ř ₫-T KEY WORD: SUBJECT: TITLE: DA DOC. TYPE: AUTHOR: DOC. NO: WP -B------00973 00978 00974 Inservice Boulder summ Request to s 89
Inservice Boulder summ Request to s 89
Inservice Boulder summ Request to s 89 Achenbach Babcock Bohner --- More ---> 524K Avall. Use options shown above to change report format Figure 5-54. The File After The Category Has Been Reinserted. File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Selection: SELECT RECORDS Escape: Report Format DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM: 12345678 RCVR/USER: 10. 524K Avail. Type number, or use arrows, then press Return

Figure 5-55.

Option.

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The Monitor Screen After Entering The Rule Selection

- Press the OPEN-APPLE and the "I" keys at the same (a) time to start the insert process (see Figure 5-53).
- Press the RETURN key once. The category has been (b) reinserted (see Figure 5-54).
- Setting rules by which records are selected for (5) printing.
 - Press the OPEN-APPLE and the "R" keys at the same (a) time (see Figure 5-55).
 - Press the DOWN-ARROW key several times to highlight (b) the AUTHOR category.
 - (c) Press the RETURN key once (see Figure 5-56).

File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Selection: AUTHOR:

SELECT RECORDS

Escape: Report Format

equals 12345678 is greater than is less than is not equal to is blank is not blank contains

begins with ends with does not contain does not begin with does not end with

Type number, or use arrows, then press Return

492K Avail.

- The AUTHOR Category Selected For The Rule Setting Figure 5-56. Process.
 - Press the DOWN-ARROW key several times to highlight the CONTAINS category.
 - (e) Press the RETURN key once (see Figure 5-57).



File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Selection: AUTHOR: contains Escape: Report Format SELECT RECORDS 492K Avail. Type comparison information: Figure 5-57. Contains Selected From The Comparison Options. File: DOC.LIBRARY.007
Report: LIBRARY ENTRIES
Selection: AUTHOR: contains SELECT RECORDS Escape: Erase entry 525K Avail. Type comparison information: SCHLENKER Figure 5-58. The Monitor Screen After Inserting "SCHLENKER."



Escape: Report Format SELECT RECORDS File: DOC.LIBRARY.007
Report: LIBRARY ENTRIES Selection: AUTHOR: contains SCHLENKER BEB로벌벌레레크로라는 Reservate Servate and or 524K Avall. Type number, or use arrows, then press Return The Monitor Screen Showing One Complete Selection Rule. Figure 5-59. Escape: Report Menu File: DOC.LIBRARY.007 REPORT REPORT FILES Selection: AUTHOR: contains SCHLENKER REPORT FORMAT Right Justify this category Define a calculated category Change report name and/or title Printer options ₫-J ₫-K ₫-N -> or <-- Move cursor
-> o <-- Switch category positions
-> o <-- Change column width
-A Arrange (sort) on this category **a-0** ტ-გ ტ-D Print the report Change record selection rules Add/remove category totals Delete this category Add/remove group totals Insert a prev. deleted category d-P KEY WORD: DA TITLE: SUBJECT: DOC. TYPE: DOC. NO: -F-----E----00973 Boulder summ Request to s 89 Boulder summ Request to s 89 Boulder summ Request to s 89 WP Inservice Achenbach Inservice 00978 Babcock Inservice 00974 Bohner --- More --524K Avall. Use options shown above to change report format

Figure 5-60. The Monitor After Escaping The Rule Selection Option.



- (f) Type Pink (or whatever other word you would like, based upon the data base with which you are working). Figure 5-58 shows the monitor screen after completing this step.
- (g) Press the RETURN key (see Figure 5-59). The top of shows a complete selection rule. If you desire to continue with this option, follow the directions provided on the screen.
- (h) Press the ESC key once (see Figure 5-60).
- (8) Selecting print options.
 - (a) Press the OPEN-APPLE and the "O" keys at the same time. Your screen now changes to look like Figure 5-61.

File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES	PRINTER OPTIONS	Escape	Report Format
Left and right margins PW: Platen Width 8.0 LM: Left Margin 0.0 RM: Right Margin 0.0 CI: Chars per Inch 10	inches PL: inches TM: inches BM: LI:	Top and bottom Paper Length Top Margin Bottom Margin Lines per Inch	margins 11.0 inches 0.0 inches 2.0 inches
	inches	Printing length Lines per page	9.0 inches
SC: Send Special Coo PD: Print a Dash whe PH: Print report Hea Single, Double of	Formatting options des to printer en an entry is bluder at top of each or Triple Spacing	s ank ch page (SS/DS/TS)	No No Yes SS

Figure 5-61. Print Option Menu.

Type a two letter option code

524K Avail.





File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES				
PW: Platen Width 8.0 LM: Left Margin 0.0 RM: Right Margin 0.0 CI: Chars per Inch 10	inches inches inches	Top and PL: Paper Le TM: Top Marg BM: Bottom M LI: Lines pe	d bottom marc ngth in argin r Inch	ins 1.0 inches 0.0 inches 2.0 inches 6
Line width 8.0 Char per line (est) 80	inches	Printing Lines pe	length r page 5	9.0 inches
SC: Send Special Co PD: Print a Dash who PH: Print report He Single, Double	Formatting des to pren an enta der at to or Triple	g options inter ry is blank op of each page Spacing (SS/9S/T	No No Yes S)	
Type a two letter option code	TS		52	4K Avail.
Figure 5-62. Monitor Scree	en Showing	g TS Typed.		
•				
(b) Type TS and	then consu	ult Figure 5-62.		
(b) Type TS and file: DOC.LIBRARY.007	PRINTER	OPTIONS	Escape: Re	port Format
(b) Type TS and file: DOC.LIBRARY.007	PRINTER	OPTIONS	d bottom marength in largin	
File: DOC.LIBRARY.007 Report: LIBRARY ENTRIESLeft and right margins- PW: Platen Width 8.0 LM: Left Margin 0.0 RM: Right Margin 0.0 CI: Chars per Inch 10	PRINTER	OPTIONS Top an PL: Paper Le TM: Top Marc BM: Bottom MLI: Lines per de la company	nd bottom mare ength gin largin er Inch	gins 11.0 inches 0.0 inches 2.0 inches
File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Left and right margins- PW: Platen Width 8.0 LM: Left Margin 0.0 RM: Right Margin 0.0 CI: Chars per Inch 10 Line width 8.0 Char per line (est) 80	PRINTER Inches inches inches	OPTIONS Top an PL: Paper Le TM: Top Marc BM: Bottom ML: Lines pe Printing Lines pe	nd bottom mare ength gin largin er Inch g length er page	gins ii.0 inches 0.0 inches 2.0 inches 6 9.0 inches

Figure 5-63. The Monitor Screen After TS has Been Entered.

File: DOC.LIBRARY.007 REPORT FORMAT Report: LIBRARY ENTRIES Selection: AUTHOR: contains SCHLENKER

Escape: Report Menu

AUTHOR:	DOC. NO:	DOC. TYPE:	KEY WORD:	SUBJECT:	TITLE:	D)
Achenbach Babcock Bohner	00973 00978 00974	WP WP WP	Inservice	Boulder summ Boulder summ Boulder summ	Request to s	81

Use options shown above to change report format

--- More ---: 524K Avail.

Figure 5-64. The Monitor After Exiting The Print Options.

- (c) Press the RETURN key once and then compare Figures 5-62 and 5-63. Note in Figure 5-63 that the SS seen in Figure 5-62 has changed to TS indicating the file, when printed, will be triple spaced. The print options shown on this menu may be changed using the same process as as was used to change the spacing.
- (d) Press the ESC key once (see Figure 5-64).

04. Printing.

a. Press the OPEN-APPLE and the "P" keys at the same time and follow the directions provided on the screen (see Figure 5-65).



PRINT THE REPORT

Escape: Report Format

File: DOC.LIBRARY.007 PRINT Report: LIBRARY ENTRIES Selection: AUTHOR: contains SCHLENKER

Where do you want to print the report?

B로운기의본은 등의과국의교육본문 및은 영수는 병역은 프로리로 프로토토토 프로토토토 프로토토트 프로토트로 프로트 등 중국 관리로 프로토트 트로젝트로 프로젝트를 받았다. 전투

ImageWriter
EPSON
The screen
The clipboard (for the Word Processor)
The clipboard (for Mail Merge)
A text (ASCII) file on disk
A DIF (TM) file on disk

1234567

Type number, or use arrows, then press Return

524K Avail.

The Monitor Screen Showing The Different Printer Figure 5-65. Options.

File: DOC.LIBRARY.007 Report: LIBRARY ENTRIES Selection: AUTHOR: contains SCHLENKER							
JTHOR: contain DOC. NO:	DOC. TYPE:	KEY WORD:	SUBJECT:	TITLE:	DA		
00963	WP	SCHEDULE	Science Coor	89SEP07-15	89		
00979	WP	Inservice	Boulder summ	Request to s	89		
00969	WP	Inservice	Boulder summ	Request to s	89		
00968	WP	Inservice	Boulder summ	Request to s	89		
00967	WP	Inservice	Boulder summ	Request to s	89		
	NRY ENTRIES JTHOR: contain DOC. NO: 00963 00979 00969	TRY ENTRIES THOR: contains SCHLENKER DOC. NO: DOC. TYPE: 00963 WP 00979 WP 00969 WP 00968 WP	TRY ENTRIES JTHOR: contains SCHLENKER DOC. NO: DOC. TYPE: KEY WORD: 00963 WP SCHEDULE 00979 WP Inservice 00969 WP Inservice 00968 WP Inservice	TRY ENTRIES JTHOR: contains SCHLENKER DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: 00963 WP SCHEDULE Science Coor 00979 WP Inservice Boulder summ 00969 WP Inservice Boulder summ 00968 WP Inservice Boulder summ	THOR: contains SCHLENKER DOC. NO: DOC. TYPE: KEY WORD: SUBJECT: TITLE: 00963 WP SCHEDULE Science Coor 89SEP07-15 00979 WP Inservice Boulder summ Request to s 00969 WP Inservice Boulder summ Request to s 00968 WP Inservice Boulder summ Request to s		

Press Space Bar to continue

524K Avail.

A Portion Of The File Printed To The Screen. Figure 5-66.



- b. If want an idea of what the file will look like when it is actually printed:
 - (1) Highlight the "Screen" option.
 - (2) Press the RETURN key and see Figure 5-66, for an example of a printed file using the selection rule and the TS print option. For a more complete discussion of the Printer Options, consult the Labels Format discussion above in step 02.



CHAPTER SIX

OBTAINING HELP WITH DATA BASE FILES

STEPS

DIRECTIONS

01. <u>In The Beginning</u>. Bring your data base file on to the desktop. Your screen will appear similar to the example shown in Figure 6-1.

File: DB01288.008

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO S	SCHOO			MENTOR		APP.	FEE PAPER REC.
エニー	KADEN KADEN	PREBLE, ANNA MCMILLAN, DAVINA	11	WEAVER, DAN LAMOREAUX LCDR HAMBERG US MAJ COPPOLA, US LCDR HOLENBERG STARRINE JESSUP JESSUP JESSUP JESSUP GRUBER	WEAVER WEAVER WEAVER WEAVER WEAVER STARRIN	PD PD	YES YES YES YES YES YES YES
34	KADEN	SPENCER, JULIE LEONARD, NINA COURT	12 8	LCDR HAMBERG US MAJ COPPOLA, US	WEAVER WEAVER		YES YES
5 6 7	KINNI	REYHER, KRISTEN K. HOLMES, MARIGOLD SE	8 12	LCDR HOLENBERG STARRINE	STARRIN	PD PD	YES YES YES
8.	MC PE	SAMTANI, VONITA H. LEY, ANDREA	HS HS	JESSUP JESSUP	JESSUP JESSUP JESSUP MARSHAL	PD PD PD PD	YES
10 11	KUBAS EDGRE	MCMILLAN, DAVINA SPENCER, JULIE LEONARD, NINA COURT REVHER, KRISTEN K. HOLMES, MARIGOLD SE CHANDRA, SONIA K. SAMTANI, VONITA H. LEY. ANDREA CHERRY, LUNN HEPLER, WILLIAM C. SEDERWALL, ELLIE SHABAZZ, AUIRA HASN RICE, ANGLA J. JOQUIST, LEIF	HŠ 8 8	GRÜBER ALEXANDER ALEXANDER	MARSHAL BLAYDON	PD PD PD	NO YES YES NO
12	EDGRE	SEDERWALL, ELLIE SHABAZZ, AUIRA HASN	9 11 HS	GRIMMS WEBER WEBER	BLAYDON BLAYDON TRAYLOR WEBER	PD PD	NO NO YES
14	YOKOT	Joguist, Leif	HŠ	weber 	WEBER	PD	NO 4-3 for Help

Type entry or use & commands

d-? for Help

Figure 6-1. Example Data Base File.

02. Help List.

- a. Examining the list.
 - (1) Press the OPEN-APPLE key and while it is held down, press the "?" key. Your monitor screen will appear identical to the one shown in Figure 6-2.



File: DB01288.008 HELP Escape: Review/Add/Change

				医复数性性性 医二甲基苯甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基
ά−A	Arrange	(sort) o	n this	category

- d-C Copy records (includes cut and paste).
- d-D Delete records
- ć-F Find all records that contain....
- d-I Insert new records before the current record
- d-L Change record layout
- d-M Move records (cut and paste)

Use arrows to see remainder of Help

514K Avail.

Figure 6-2. The Monitor Screen Showing One Third Of The Monitor Screen.

File: DB01288.008

HELP

Escape: Review/Add/Change

- d-N Change name of file. Insert,
 delete, and rename categories
 - d-P Print reports
 - d-R Change record selection rules
 - ó-V Set/remove standard values for a category
 - d-Z Zoom In to one record, Zoom Out to multiple records
 - d-" Copy entry directly above (multiple-record layout only)

Use arrows to see remainder of Help

514K Avail.

Figure 6-3. The Monitor Screen Showing The Second Third Of The Help List.

- (2) Press the DOWN-ARROW key until OPEN-APPLE-N is at the top of the monitor screen. The screen now looks like Figure 6-3.
- (3) Press the DOWN-ARROW key until RETURN is at the top of the screen. The monitor screen now shows the remainder of the help list (see Figure 6-4).

File: DB01288.008 HELP Escape: Review/Add/Change

RETURN Accept Go to next category TAB Go to previous category d-TAB Go up or down Up/Down arrows Back up a full screen d-Up arrow Go forward a full screen d-Down arrow Go to beginning of file through through Go to end of file

Use arrows to see remainder of Help

514K Avail.

Figure 6-4. The Last Third Of The Help List.

- b. Copying the list.
 - (1) Insure that your printer is properly connected and has paper fed to it.
 - (2) Press the OPEN-APPLE and the "H" keys at the same time. This action will cause a screen dump or cause the printer to print exactly what is seen on the screen.
 - (3) When the printer stops printing, press the UP-ARROW key several times until OPEN-APPLE-N is at the top of the screen.
 - (4) Press the OPEN-APPLE and the "H" keys at the same time.
 - (5) When the printer stops printing, advance the paper to the beginning of the next page of paper.
 - (6) Press the UP-ARROW key several times until the original 87



third of the "Help" list is shown on the screen.

(7) Press the OPEN-APPLE and the "H" keys at the same time.

File: DB01288.008

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO SCHOO	APPLICANT	GRADE	MENTOR		APP.	FEE PAPER REC.
1 KADEN 2 KADEN	PREBLE, ANNA MCMILLAN, DAVINA	11	WEAVER, DAN LAMOREAUX LCDR HAMBERG US MAJ COPPOLA, US LCDR HOLENBERG STARRINE JESSUP JESSUP JESSUP GRUBER	WEAVER WEAVER WEAVER WEAVER STARRIN JESSUP JESSUP JESSUP MERSUP	PD PD	YES YES
1 KADEN 2 KADEN 3 KADEN 4 KADEN 5 KADEN 6 KINNI	PREBLE, ANNA MCMILLAN, DAVINA SPENCER, JULIE LEONARD, NINA COURT REYHER, KRISTEN K. HOLMES, MARIGOLD SE CHANDRA, SONIA K. SAMTANI, VONITA H.	12 8	LCDR HAMBERG US MAJ COPPOLA, US	WEAVER WEAVER	PD PD PD PD PD	YES YES YES YES YES YES YES YES
5 KADEN 6 KINNI	REYHER, KRISTEN K. HOLMES, MARIGOLD SE	8 12	LCDR HOLENBERG STARRINE	STARRIN	PD PD	YES YES YES
8. MC PE 9 MC PE	SAMTANI, VONITA H. LEY, ANDREA		JESSUP JESSUP	JESSUP JESSUP	PD PD	ŶĔŠ NO
10 KUBAS 11 EDGRE	CHERRY, LUNN HEPLER, WILLIAM C. SEDERWALL, ELLIE SHARAZZ AUIDA HASN	HS 8 8	GRÜBER ALEXANDER ALEXANDER	MARSHAL BLAYDON	PDD PDD PDD PP PP	NO YES YES
12 EDGRE 13 KING	SEDERWALL, ELLIE SHABAZZ, AUIRA HASN	8 11	GRIMMS	BLAYDON BLAYDON TRAYLOR	PD PD PD	NO NO YES
13 KING 14 YOKOT 15 YOKOT	SHABAZZ, AUIRA HASN RICE, ANGLA J. JOQUIST, LEIF	HS HS	WEBER WEBER	WEBER WEBER	ÞĎ	NÖ

Type entry or use & commands

d-? for Help

Figure 6-5. The Monitor Screen After Exiting The Help List.

File: DB01288.008

ARRANGE (SORT)

Escape: Review/Add/Change

Selection: All records

This file will be arranged on this category: APPLICANT

Arrangement order:

- From A to Z From Z to A From 0 to 9 From 9 to 0

Type number, or use arrows, then press Return

514K Avail.

Figure 6-6. The Arrange Menu.



- c. Exiting the "Help" list. The options you have just copied cannot be used until you exit the OPEN-APPLE-H option. Press the ESC key once. Your screen now appears similar to the example shown in Figure 6-5.
- d. Using the "Help" list options.
 - (1) Arranging the file.
 - (a) Place the cursor on the category of the data base you desire to arrange. Remember, categories or fields run from the top to the bottom of the data base file.
 - (b) Press the OPEN-APPLE and the "A" keys at the same time (see Figure 6-6).
 - (c) Select the type of arrangement you want to do on the category.
 - (d) Press the RETURN key once. Figure 6-7 shows the result of the rearrangement.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO SCHOO APPLICANT	GR	MENTOR	SPONSOR	AP	PAPE	COMP	PO	WI	NO	SEX	ROOM
34 TAEGU GUTHMILLER, DARRELL 30 TAEGU SINGLETON. TOMOKA	NA NA NA KE WI NA HS	NA GUTHMI GUTHMI	NA NA NA NA GUTHMIL GUTHMIL GUTHMIL	NA NA NA PD PD	NO	NA NA NA NA NA NO NO	NA NA NA NA NA NA	NA NA NA NA NA	NA NA NA NA NA -	MMMEMFE	-
31 TAEGU NEWLANDS, RAE ANN 33 TAEGU MOORE, RYAN 32 TAEGU MOORE, ROXANNE 64 SEOUL OLMSTEAD, ANTHONY K 65 SEOUL LESSING, MICHAEL 61 SEOUL FRIED, JASON 62 SEOUL BURKS, KATHLEEN A. 63 SEOUL BRICHT, SONIA	HSS HSS HSS HSS	GUTHMI GUTHMI CHAN CHAN CHAN CHAN	GUTHMIL GUTHMIL CHAN CHAN CHAN CHAN CHAN	PDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	YES YES YES YES YES	NO NO YES YES NO YES YES		-	-	MFMFMFF -	- - - - -
Type entry or use & commands									Q- ?	for	Help

Figure 6-7. The Rearranged File.

- (2) Copying part or all of the file.
 - (a) Press the OPEN-APPLE and the "C" keys at the same time. The screen changes to appear like the



COPY RECORDS

Escape: Review/Add/Change

Selection: All records

NO SCHOO APPLICANT	GRADE	MENTOR	SPONSOR	APP. FEE	PAPER REC.
88 US AR - 89 US AR - 90 USN J - 43 ZAMA ALCAZAR, DEBBIE 91 KING ARCARIA, LEVI 78 WAGNE ARMSTRONG, CHARLES 37 ZAMA ASHLEY, JOHN W. 68 EDGRE BLAYDON, JAMES 63 SEOUL BRIGHT, SONIA 80 WAGNE BRILEY, ANN	NA NA NA HS HS HS NA HS	MENTOR NA NA NA FERRANTE NONE WOOD FERRANTE NA CHAN BRILEY CHAN	SPONSOR NA NA NA FERRANT TRAYLOR LANKFOR FERRANT BLAYDON CHAN BRILEY CHAN	APP. FEE NA NA NA PD PD PD NA PD NA PD NA PD NA PD NA PD NA PD	PAPER REC. NA NA NA YES OBSERVER NO NO NO YES NA YES NA YES
62 SEOUL BURKS, KATHLEEN A. 66 SEOUL CHAN. E. 7 MC PE CHANDRA, SONIA K. 10 KUBAS CHERRY, LUNN 26 KUBAS CLYMER, LISA	HS NA HS HS HS	NA JESSUP GRUBER MARSHALL	CHAN JESSUP MARSHAL MARSHAL	NA PD PD PD PD	NA YES YES NO

Copy? Current record To clipboard From clipboard

Figure 6-8. The Monitor Screen Showing The Copy Function.

File: DB01288.008

COPY RECORDS

Escape: Review/Add/Change

Selection: All records

NO SCHOO APPLICANT	GRADE	MENTOR	SPONSOR	APP. F	EE PAPER REC.
88 US AR - 89 US AR - 90 USN J - 43 ZAMA ALCAZAR, DEBBIE 91 KING ARCARIA, LEVI 78 WAGNE ARMSTRONG, CHARLES	NA NA NA HS 8 HS	NA NA NA FERRANTE NONE WOOD FERRANTE	NA NA NA FERRANT TRAYLOR LANKFOR FERRANT BLAYDON CHAN BRILEY	NA NA NA PD PD PD PD	NA NA NA YES OBSERVER NO NO
43 ZAMA ALCAZAR, DEBBIE 91 KING ARCARIA, LEVI 78 WAGNE ARMSTRONG, CHARLES 37 ZAMA ASHLEY, JOHN W. 68 EDGRE BLAYDON, JAMES 63 SEOUL BRIGHT, SONIA 80 WAGNE BRILEY, ANN 62 SEOUL BURKS, KATHLEEN A. 66 SEOUL CHAN, E. 7 MC PE CHANDRA, SONIA K. 10 KUBAS CHERRY, LUNN 26 KUBAS CLYMER, LISA	HS HS HS HS HS HS HS HS	NA CHAN BRILEY CHAN NA JESSUP GRUBER MARSHALL	BLAYDON CHAN BRILEY CHAN CHAN JESSUP MARSHAL MARSHAL	NA	NA YES NA YES NA YES YES NO
26 KUBAS CLYMER, LISA				PD	514K Avall.

Figure 6-9. The Monitor After Selecting The "To Clipboard " Option.

(b) There are three options. With "Current Record, To 90



Clipboard and, "From Clipboard."

- (c) Highlight the, "To Clipboard" option and press RETURN (see Figure 6-9).
- (d) Note the additional directions provided at the bottom of the screen. If you want to continue, use the ARROW keys as directed and then press the RETURN key once. When data base records are copied to the clipboard, they can be transferred from the clipboard to another data base file or to another location in the same data base.
- (e) Press the ESC key once and then compare the screen with the picture you see in Figure 6-10.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO SCHOO APPLICANT	GRADE	MENTOR	SPONSOR	APP. FE	E PAPER REC.
88 US AR - 89 US AR - 90 USN J - 43 ZAMA ALCAZAR, DEBBIE 91 KING ARCARIA, LEVI 78 WAGNE ARMSTRONG, CHARLES 37 ZAMA ASHLEY, JOHN W. 68 EDGRE BLAYDON, JAMES 63 SEOUL BRIGHT, SONIA 80 WAGNE BRILEY, ANN 62 SEOUL BURKS, KATHLEEN A. 66 SEOUL CHAN, E. 7 MC PE CHANDRA, SONIA K. 10 KUBAS CHERRY, LUNN 26 KUBAS CLYMER, LISA	NA NA NA NA HS HS HA HA HA HS HS HS HS HS	NA NA NA FERRANTE NONE WOOD FERRANTE NA CHAN BRILEY CHAN NA JESSUP GRUBER MARSHALL	NA NA NA FERRANT TRAYLOR LANKFOR FERRANT BLAYDON CHAN BRILEY CHAN CHAN CHAN JESSUP MARSHAL MARSHAL	PD NA PD NA PD PD	NA NA NA NA YES OBSERVER NO NO NA YES NO
Type entry or use & commands	3				d-? for Help

Figure 6-10. The Data Base File.

- (f) Press the OPEN-APPLE and the "C" at the same time. This time, we'll copy individual records.
- (g) With the "Current Record" selection highlighted, Press the RETURN key. The monitor screen should appear like the example shown in Figure 6-11.



File: DB01288.008 COPY RECORDS Escape: Review/Add/Change

Selection: All records

NO SCHOO APPLICANT	GRADE	MENTOR	SPONSOR	APP. FEE	PAPER REC.
88 US AR - 89 US AR - 90 USN J - 43 ZAMA ALCAZAR, DEBBIE 91 KING ARCARIA, LEVI 78 WAGNE ARMSTRONG, CHARLES 37 ZAMA ASHLEY, JOHN W. 68 EDGRE BLAYDON, JAMES 63 SEOUL BRIGHT, SONIA 80 WAGNE BRILEY, ANN 62 SEOUL BURKS, KATHLEEN A. 66 SEOUL CHAN, E. 7 MC PE CHANDRA, SONIA K. 10 KUBAS CHERRY, LUNN 26 KUBAS CLYMER, LISA	NA NA NA NA NA HS HSA HSA HSA HSA HSA HSS HSS HSS HSS	NA NA NA NA FERRANTE NONE WOOD FERRANTE NA CHAN BRILEY CHAN NA JESSUP GRUBER MARSHALL	NA NA NA FERRANT TRAYLOR LANKFOR FERRANT BLAYDON CHAN CHAN CHAN CHAN CHAN CHAN CHAN CHA	NA NA NA PD PD PD PD NA PD NA PD NA PD PD	NA NA NA YES OBSERVER NO NO NA YES NA YES NA YES NA YES NO

Figure 6-11. The Monitor Screen After Selecting The "Current Record" Option.

File: DB01288.008 COPY RECORDS Escape: Erase entry

514K Avail.

Selection: All records

How many copies of current record? (Max 99)

NO SCHOO APPLICANT	GRADE	MENTOR	SPONSOR	APP. FEE	PAPER REC.
88 US AR - 89 US AR - 90 USN J - 43 ZAMA ALCAZAR, DEBBIE 91 KING ARCARIA, LEVI 78 WAGNE ARMSTRONG, CHARLES 37 ZAMA ASHLEY, JOHN W. 68 EDGRE BLAYDON, JAMES 63 SEOUL BRIGHT, SONIA 80 WAGNE BRILEY, ANN 62 SEOUL BURKS, KATHLEEN A. 66 SEOUL CHAN, E. 7 MC PE CHANDRA, SONIA K. 10 KUBAS CHERRY, LUNN 26 KUBAS CLYMER, LISA	NA NA NA NA NA HS NA HS HA HS HS HS	NA NA NA FERRANTE NONE WOOD FERRANTE NA CHAN BRILEY CHAN NA JESSUP GRUBER MARSHALL	NA NA NA FERRANT TRAYLOR LANKFOR FERRANT BLAYDON CHAN BRILEY CHAN CHAN JESSUP MARSHAL MARSHAL	NA NA NA PD PD PD PD NA PD NA PD PD PD PD	NA NA NA YES OBSERVER NO NO NA YES NA YES NA YES NA YES NA YES
How many copies of current					14K Avall.

Figure 6-12. The Monitor Screen With The Number Of Copies Typed.

(h) With the cursor at the beginning of the record you 92

wish to copy, type the number of copies you want to make. Figure 6-12 shows an example of the monitor screen after you have complete this process.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO SCHOO APPLICANT	GRADE	MENTOR	SPONSOR	APP. E	FEE PAPER REC.
88 US AR - 88 US AR - 89 US AR - 80 US	NA NA NA NA NA NA NA NA NA NA NA NA	NA N	NA NA NA NA NA NA NA NA NA NA TERRANT TRAYLOR	NA NA NA NA NA NA NA NA NA NA NA PD	NA NA NA NA NA NA NA NA NA NA NA YES OBSERVER
Type entry or use & commands					d-? for Help

Figure 6-13. The Monitor Screen Showing Multiple Copies Of a Record.

File: DB01288.008 DELETE RECORDS Escape: Review/Add/Change

Selection: All records

NO SCHOO APPLICANT	GRADE	MENTOR	SPONSOR	APP.	FEE PAPER REC.
88 US AR - 88 US AR -	NA NA NA	NA NA NA	NA NA NA	NA NA NA	NA NA NA
88 US AR - 88 US AR -	NA NA NA	NA NA NA	NA NA NA	NA NA NA	NA NA NA
88 US AR - 88 US AR - 88 US AR -	NA NA NA	NA NA NA NA	NA NA NA	NA NA NA	NA NA NA
88 US AR - 88 US AR - 88 US AR -	NA NA	NA NA	NA NA NA	NA NA NA	NA NA NA
89 US AR - 90 USN J - 43 ZAMA ALCAZAR, DEBBIE 91 KING ARCARIA, LEVI	NA NA HS 8	NA NA FERRANTE NONE	NA FERRANT TRAYLOR	NA PD PD	NA YES OBSERVER
91 KING ARCARIA, LEVI					51/V Avail

Use cursor moves to highlight records, then press Return 514K Avail.

Figure 6-14. The Monitor Screen Showing The Delete Option Selected.

- (i) Press the RETURN key once and examine Figure 6-13. Notice that the record you wanted copied has been copied as many times as you requested.
- (3) Deleting part of a file.
 - (a) Place the cursor under the first letter of the first duplicated record.
 - (b) Press the OPEN-APPLE and the "D" keys at the same time (see Figure 6-14).
 - (c) Follow the directions at the bottom of the monitor screen, highlighting the remainder of the copies of the duplicated record.
 - (d) Press the RETURN key or e and examine Figure 6-15.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO SCHOO APPLICANT	GR	MENTOR	SPONSOR	AP	PAPE	COMP	PO	WI	NO	SEX	ROOM
88 US AR - 89 US AR -	NA NA	NA NA	NA NA	NA NA	NA NA	NA NA	NA NA	NA NA	NA NA	M M	_
90 USN J - 43 ZAMA ALCAZAR, DEBBIE	NA HS	NA FERRAN	THEODERN	NA Pn	NA VFC	NA YES OBSE	NA 	NA -	NA -	MF	-
91 KING ARCARIA, LEVI 78 WAGNE ARMSTRONG, CHARLES 37 ZAMA ASHLEY, JOHN W.	8 HS	NONE WOOD	TRAYLOR LANKFOR FERRANT	PD	OBSE NO	NO NO NO	NA NA NA	NA -	_	M	-
68 EDGRE BLAYDON, JAMES 63 SEOUL BRIGHT, SONIA	NA NA HG	NA CHAN BRILEY	BLAYDON	NA	NA	NA YES	NA	NA	NA	4	-
80 WAGNE BRILEY, ANN 62 SEOUL BURKS, KATHLEEN A.	NA HS	BRILEY CHAN	CHAN BRILEY CHAN	NA PD	YES NA YES	ÑÖ YES	NA	NA	NA	F F	-
66 SEOUL CHAN, E. 7 MC PE CHANDRA, SONIA K.	NA HS	JESSUP	CHAN JESSUP	PD NA PD	YES	NA YES	NA -	NA -	NA -	F F	_
7 MC PE CHANDRA, SONIA K. 10 KUBAS CHERRY, LUNN 26 KUBAS CLYMER, LISA	HS HS	GRÜBER MARSHA	MARSHAL MARSHAL	PD	YES NO	NO NO	NA	_	_	F F	
Type entry or use & commands							 1		ģ−?	for	Help

Figure 6-15. The File After Deleting The Records That Were Duplicated.

- (4) Finding a record.
 - (a) Insure that the cursor is located somewhere on the first record of the file.
 - (b) Press the OPEN-APPLE and the "F" keys at the same time. Your screen will appear similar to the example shown in Figure 6-16.



File: DB01288.008 Find all records that contain	FIND RECORDS	Escape:	Review/Add/Change
医 多数式设计二二二位 医 聚式设置 第二位 医巴比尔氏 经成本品		=======	
Type comparison information:			514K Avail.
Figure 6-16. The Monitor	Screen With The Find B	function Se	lected.
File: DB01288.008 Find all records that contain	FIND RECORDS DONALD DUCK	Escape:	Review/Add/Change
======================================	records match your requ	======= .est	

Figure 6-17. The Monitor Screen Showing That None Of The Records In The Data Base Contain The Information Requested In The Selection Rule.



Press Space Bar to continue

514K Avall.

- (c) Type the word or words for which you want the computer to search. An example is shown in Figure 6-17. The computer will bring to the screen, all records containing the word or words for which it searched, or you will receive the message shown in Figure 6-17.
- (d) Press the SPACE BAR once.
- (e) Press the ESC key once to return to the data base. Your monitor screen again appears similar to the example shown in Figure 6-18.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO SCHOO APPLICANT	GR MENTOR	SPONSOR AP	PAPE (COMP P	O WI	NO S	EX ROOM
38 ZAMA WANG, ERNIE 36 ZAMA FARRÂNTE, TONY 45 ZAMA WRIGHT, CANDICE 41 ZAMA WONG, TRISTINE 47 ZAMA WATANABE, JANET 49 ZAMA VELASQUEZ, ARLEN 42 ZAMA TSUBAKO, ÂNITA 40 ZAMA NICKOLAN, KATRIN 48 ZAMA LINARDO, NAOMI	8 FERRAN NA NA LYN HS MC GIN HS MC GIN HS FERANT E L HS FERANT HS MC GIN HS MC GIN HS MC GIN HS FERANT	FERRANT PD	NO NA NO YES NO YES YES NO YES		A - A NA A - A -	M NA M F F	
46 ZAMA KAM, ROBERT 39 ZAMA JOHNSON, CHRISTI 44 ZAMA FONVILLE, ANDREA 37 ZAMA ASHLEY, JOHN W. 43 ZAMA ALCAZAR, DEBBIE 20 YOKOT WEBER, CHUCK	NE HS FERRAN HS FERRAN	FERRANT PD FERRANT PD	YES YES YES YES	YES -	A -	- F	

Type entry or use & commands

d-? for Help

Figure 6-18. The Data Base File

- (5) Inserting one or more additional records.
 - (a) Place the cursor under the first letter of the record before which you want to insert an additional record.
 - (b) Press the OPEN-APPLE and the "I" key at the same time. Your screen should now appear like the example shown in Figure 6-19.



INSERT NEW RECORDS File: DB01288.008

Escape: Review/Add/Change

Record 5 of 96 APPLICANT: -NPP. FEE: NPP. FEE: NPER REC.: NOMPUTER DISC REC.: NOSTER SESSION: NOSTER: -SHOW: -ROOM ASSN .: -514K Avail. Type entry or use & commands

Figure 6-19. The Monitor Screen With The Insert Option Selected.

File: DB01288.008

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO SCHOO APPLICANT	GRADE	MENTOR	SPONSOR	APP. F	EE PAPER REC.
88 US AR - 89 US AR - 90 USN J - 43 ZAMA ALCAZAR, DE	NA NA NA	NA NA NA FERRANTE	NA NA NA FERRANT	NA NA NA PD	na na na Yes
		NONE WOOD FERRANTE	TRAYLOR LANKFOR FERRANT	-	OBSERVER NO NO
91 KING ARCARIA, LE 78 WAGNE ARMSTRONG, 37 ZAMA ASHLEY, JOH 68 EDGRE BLAYDON, JA 63 SEOUL BRIGHT, SON 80 WAGNE BRILEY, ANN 62 SEOUL BURKS, KATH	N W. HS MES NA IA HS NA	NA CHAN BRILEY	BLAYDON CHAN BRILEY CHAN	NA PD NA PD	NA YES NA YES
62 SEOUL BURKS, KATH 66 SEOUL CHAN, E. 7 MC PE CHANDRA, SO 10 KUBAS CHERRY, LUN	LEEN A. HS NA NIA K. HS N HS	CHÂN NA JESSUP GRUBER	CHAN CHAN JESSUP MARSHAL	NA PD PD	YES YES YES
Tune entry on 1198 d		,			d-? for Help

Type entry or use a commands

The Data Base With A New Record Inserted. Figure 6-20.

> Press the RETURN key once or type information in (c) the first category and then press the RETURN key 97

once.

- (d) Press the OPEN-APPLE and the "Z" keys at the same time (see Figure 6-20).
- (6) Changing the record layout.
 - (a) Press the OPEN-APPLE and "L" keys at the same time (see Figure 6-21).

File: DB01288.008

CHANGE RECORD LAYOUT Escape: Review/Add/Change

NO SCHOO APPLICANT 88 US AR 89 US AR 90 USN J	GRADE NA NA NA NA	MENTOR	NA NA NA	NA NA NA	PAPER RE NA NA NA	
Use options shown above to o	hange	record layout		5	More - 14K Avall	·>

Figure 6-21. The Monitor Screen With The Layout Option Selected.

Alter the file using the directions provided (b) on the screen. A point to remember here is that no matter what action you take (like deleting the wrong category etc.) the information is not lost as long as the computer remains energized. In addition, if the original file was saved on a data disk, it is still there (see Figure 6-22).



Escape: Review/Add/Change CHANGE RECORD LAYOUT File: DB01288.008 --> or Move cursor Switch category positions Change column width Delete this category Insert a previously deleted category NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO SEX ROOM ASSN. More ---> 514K Avail. Use options shown above to change record layout The Monitor Screen Showing The Altered Data Base File. Figure 6-22. Press the ESC key once (see Figure 6-23). Escape: Review/Add/Change CHANGE RECORD LAYOUT File: DB01288.008 What direction should the cursor go when you press Return?

Down (standard) Right

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO SEX ROOM ASSN. --- More ---> 514K Avail. Type number, or use arrows, then press Return

Escaping The Alter Layout Process. Figure 6-23.



REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM	ASSN.
88	US ARM	_	ŅĄ	NA NA	NA	ŅĄ	NA	NA NA	NA NA	NA NA	NA NA	M M		
89 9 0	US ARM USN JU	_	NA NA	NA NA	NA NA	NA NA	NA NA	NA	NA	NA	NA	M	_	
43	ZAMA H	ALCAZAR,	HS -	FERRAN	FERRANT	PD -	YES	YES	_	_	_	r -	_	
91	KING	ARCARIA.	8 HS	NONE	TRAYLOR LANKFOR	PD PD	OBSER NO	OBSE NO	NA NA	NA	_	M	_	
78 37	WAGNER ZAMA_H	ARMSTRONG ASHLEY, J	HS	WOOD FERRAN	FERRANT	PD	NO	NO	NA	-	-	M	-	
68 63	EDGREN SEOUL	BLAYDON, BRIGHT, S	NA HS	NA CHAN	BLAYDON CHAN	NA PD	NA YES	NA YES	NA	NA -	NA -	F	_	
80 62	WAGNER SEOUL	BRIGHT, S BRILEY, A BURKS, KA	NA HS	BRILEY	BRILEY CHAN	NA PD	NA YES	NO YES	NA -	NA -	NA -	F	_	
<u>6</u> 6	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA	NA	NA	IJA	NA	F	_	
70	MC PER KUBASA	CHANDRA, CHERRY, L	HS HS	JESSUP GRUBER	JESSUP MARSHAL	PD PD	YES YES	YES No	_	_	_	F	-	

Type entry or use a commands

d-? for Help

Figure 6-24. The Monitor Screen Showing An Example Of An Altered File.

File: DB01288.008

MOVE RECORDS

Escape: Revlew/Add/Change

Selection: All records

NO	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM	ASSN.
88 89	US ARM US ARM	- -	NA NA	NA NA	NA NA	NA NA	NA NA	NA NA	NA NA	NA NA	NA NA	M	_	
90 43	USN JU	ALCAZAR,	NA	NA	NA FERRANT	NA PD	NA YES	NA YES	NA -	NA -	NA -	M F	_	
- 91	KING	ARCARIA. ARMSTRONG	- 8 HS	NONE	TRAYLOR LANKFOR	PD PD	OBSER	OBSE NO	NA NA	ΝĀ	-	M	- -	
78 37 68	WAGNER ZAMA H EDGREN	ASHLEY, J BLAYDON,	HS NA	WOOD FERRAN NA	FERRANT BLAYDON	PD NA	NO NA	NO NA	NA NA	- NA	- NA	M F	-	
63 80	SEOUL WAGNER	BRIGHT, S BRILEY, A BURKS, KA	HS	CHAN BRILEY	CHAN BRILEY	PD NA	YES NA	YES NO	- NA	NA	NA	F F	_	
62 66	SEOUL SEOUL	CHAN. E.	NA	NÄ	CHAN CHAN JESSUP	PD NA PD	YES NA YES	YES NA YES	NA	NA	NA	1 1		
io	MC PER KUBASA	CHANDRA, CHERRY, L	HS HS	GRUBER	MARSHAL	PD	YES	ÑÖ			-	ř 	_	

Move records? To clipboard From clipboard

Figure 6-25. The Monitor Screen After The Move Option Is Entered.



- (7) Moving records.
 - (a) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 6-25).
 - (b) Select the "To Clipboard" option by pressing the RETURN key once.
 - (c) Using the DOWN-ARROW key, highlight the records you want to move.
 - (d) Press the RETURN key once (see Figure 6-26).

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NC	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM	ASSN.
88	US ARM	-	ΝĀ	NA NA NA FERRAN	NA NA	NA	NA NA	NA NA	NA NA	NA NA	NA NA	M	_	
89 90	US ARM	_	NA NA	NA NA	NA NA FERRANT	NA NA	NA YES	NA	NA	NA	NA	M	-	
43	USN JU ZAMA H	ALCAZAR, BURKS, KA	NA HS HS	FERRAN CHAN	FERRANT CHAN	PD PD	YES YES	YES YES	_	_	_	T T	_	
43 62 68	SEOUL	CHAN. E.	NA HS	NA	CHAN	NA	NA	NA	NA	NA	NA	Ē	-	
7	MC PER	CHANDRA,	HS HS	JESSUP GRUBER MARSHA	JESSUP MARSHAL	PD PD	YES YES	YES	_	_	_	r F	_	
10 26	KUBASA	CLYMER; L	HS	MARSHA	MADQUAT	מפ	NO YES	NO NO	NA	-	-	F	-	
82 92	WAGNER	CRUZ PHO	8	BRILEY	BRILEY TRAYLOR LANKFOR DUNKLE, FERRANT MARSHAL	PD -	OBSER	YES OBSE	2 NA	MA	_	F	_	
77	WAGNER	DISCH. JE	8 HS	NONE WOOD	LANKFOR	PD	NO NA	NO NA	NA	-	_ N13	F M	-	
6	P DEWEY	DUNKLE, D	NA NA	NA NA	FERRANT	NA NA	NA NA	NA NA	NA NA	NA NA	NA NA	M	_	
36 25	KUBASA	CHANDRA, CHANDRA, CHERRY, L CLYMER, L CRUZ, PHO DIMAYUGO, DISCH, JE DUNKLE, D FARRANTE, FILIPCZUK	NA HS	NA BYONES	MARSHAL	PD	NA YES	NO	NA			F	_	
													4 0 6	4-1-

Type entry or use & commands

d-? for Help

- Figure 6-26. The Monitor Screen Showing The File After The Records Have Been Moved To The Clipboard.
 - (e) Move the cursor under the first letter of the first word in the record above which you want to move the records placed on the clipboard in the previous step. Note that the records do not need to be reinserted in this data base file but can be moved to another.
 - (f) Press the OPEN-APPLE and the "M" keys at the same time.
 - (g) Highlight the "From Clipboard" option using the RIGHT-ARROW key.



REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM	ASS	N.
918 78 37 63 88 88 90 43 66 710	KING WAGNER ZAMA H EDGREN SEOUL WAGNER US ARM US ARM USN JU ZAMA H SEOUL MC PER KUBASA	ARCARIA, ARMSTRONG ASHLEY, J BLAYDON, BRIGHT, S BRILEY, A - - - ALCAZAR, BURKS, KA CHAN. E.	- 8HSASAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	NONE WOOD FERRAN NA CHAN BRILEY NA NA NA FERRAN CHAN NA JESSUP GRUBER	TRAYLOR LANKFOR FERRANT BLAYDON CHAN BRILEY NA NA FERRANT CHAN CHAN	PDD PDD NA NA NA PDD NA PD NA PD PD	OBSER NO NO NA YES NA NA NA YES YES NA YES YES	OBSE NO NO NA YES NA NA YES NA YES NA YES NA YES	- AANAA - AANA - NA - NA - NA - NA - NA	NA N	====				
	na antr												1-7 f	or H	elp

Type entry or use & commands

d-? for Help

Figure 6-27. The Monitor Screen Showing The File After Moving Several Records From The Clipboard Back Into The File.

File: DB01288.008

CHANGE NAME/CATEGORY

Escape: Review/Add/Change

Category names

SCHOOL APPLICANT GRADE MENTOR SPONSOR APP. FEE PAPER REC. COMPUTER DISC REC. POSTER SESSION WINNER NO SHOW SEX ROOM ASSN.

Type filename: DB01288.008

Options:

Change filename Return Go to first category

516K Avail.

Figure 6-28. The Monitor Screen After Entering The Name Change Option.

- (h) Press the RETURN key and then compare your monitor screen with the example shown in Figure 6-27.
- (8) Changing file names. This is an extremely important option because it allows you to change the name of a file and store it without destroying the original file.
 - (a) Press the OPEN-APPLE and the "N" keys at the same time (see Figure 6-28).
 - (b) Alter the name by typing the new name of the file (see Figure 6-29).

Type filename: JR.SCI.SYMPOS

CHANGE NAME/CATEGORY Escape: Restore former entry

516K Avail.

Category names

NO.
SCHOOL
APPLICANT
GRADE
MENTOR
SPONSOR
APP. FEE
PAPER REC.
COMPUTER DISC REC.
POSTER SESSION
WINNER
NO SHOW
SEX
ROOM ASSN.

Figure 6-29. The Monitor Screen After A New Name Has Been Typed.

- (c) Press the RETURN key once
- (d) Press the ESC key once and then look at Figure 6-30. Note that the new file name has been entered and now appears in the upper left corner of the screen.



File: JR.SCI.SYMPOS REVIEW/ADD/CHANGE Escape: Main Menu Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO SEX ROOM ASSN. ARCARIA, 8
ARMSTRONG HS
ASHLEY, J HS
BLAYDON, NA
BRIGHT, S HS
RDILEY, A NA KING WAGNER ZAMA H EDGREN NONE WOOD FERRAN NA CHAN OBSER OBSE NA NO NO NA NO NO NA NA NA NA NA NA NA CHAN BRILEY BRILEY - NA NA NA
ALCAZAR, HS FERRAN FERRANT
BURKS, KA HS CHAN CHAN
CHAN, E. NA NA CHAN
CHANDRA, HS JESSUP JESSUP
CHERRY, L HS GRUBER MARSHAL NA NA NA Type entry or use & commands d-? for Help

The Monitor Screen Showing The File With The Name Change Figure 6-30. Entered.

SELECT RECORDS Escape: Review/Add/Change File: JR.SCI.SYMPOS

Selection:

NO. SCHOOL 1234567890123 APPLICANT

APP. FEE
PAPER REC.
COMPUTER DISC REC.
POSTER SESSION
WINNER
NO SHOW

SĦÔW

ROOM ASSN.

Type number, or use arrows, then press Return

516K Avall.

The Screen After Entering The Record Selection Rule. Figure 6-31.

> Selection rules for finding specific records. (9) This 104



option allows you to set up to three rules by which the computer will search for a specific record. Your search may include up to three records.

- Press the OPEN-APPLE and the "R" keys at the same time (see Figure 6-31).
- Highlight the category that you wish to use for comparison by using the DOWN-ARROW key.
- (c) Press the RETURN key once (see Figure 6-32).

File: JR.SCI.SYMPOS

SELECT RECORDS

Escape: Review/Add/Change

Selection: PAPER REC.

equals

is greater than is less than is not equal to

123456789

is blank
is not blank
contains
begins with
ends with
does not contain
does not begin with does not end with

Type number, or use arrows, then press Return

516K Avail.

The Monitor Screen After Selecting The Category To Be Figure 6-32. Used To Locate A Record.

- Choose the type of comparison you wish to make by highlighting that choice. To do this, use the ARROW keys.
- (e) Press the RETURN key once (see Figure 6-33).



Escape: Review/Add/Change File: JR.SCI.SYMPOS SELECT RECORDS Selection: PAPER REC. equals 516K Avail. Type comparison information: Figure 6-33. The Monitor Screen After The Type Of Comparison Information Has Been Entered In The Computer. Escape: Erase entry File: JR.SCI.SYMPOS SELECT RECORDS Selection: PAPER REC. equals

Type comparison information: YES 516K Avail.

Figure 6-34. The Monitor Screen Showing The Information Typed.

(f) Type the information for which you wish the 106



File: JR.SCI.SYMPOS SELECT RECORDS Escape: Review/Add/Change

Selection: PAPER REC. equals YES

Type number, or use arrows, then press Return 516K Avail.

Figure 6-35. The Monitor Screen Showing The Comparison Information Entered.

File: JR.SCI.SYMPOS

Selection: PAPER REC. equals YES

REVIEW/ADD/CHANGE Escape: Main Menu

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO SEX ROOM ASSN.

63 SEOUL BRIGHT, S HS CHAN CHAN PD YES YES - - - F - - F - - F - - F - - F - - F - - F - - F - - F - - F - - F -

Type entry or use & commands

∵ α-? for Help

Figure 6-36. The Screen After Escaping The Rule Drafting Option.



^{1.} and

^{2.} or 3. through

- (g) Press the RETURN key (see Figure 6-35).
- (h) To continue the process, highlight "and, or, through" and press the RETURN key or press the ESC key to use only one rule.
- (1) Press the ESC key (see Figure 6-36). The Figure shows all records selected using the rule drafted above.
- (j) Press the OPEN-APPLE and the "R" keys at the same time. Your screen now appears like the example shown in Figure 6-37.

File: JR.SCI.SYMPOS

SELECT RECORDS

Escape: Review/Add/Change

Selection: PAPER REC. equals YES

Select all records? No Yes

Figure 6-37. Step One In Returning All File Records To The Screen.

- (k) Use the RIGHT-ARROW key to highlight the "Yes" Option.
- (1) Press the RETURN key (see Figure 6-38).

REVIEW/ADD/CHANGE File: JR.SCI.SYMPOS

Selection: All records

Escape: Main Menu

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO SEX ROOM ASSN. OBSER OBSE NA NA NO NO NA -NO NO NA -NONE WOOD FERRAN KING WAGNER ZAMA H EDGREN PD PD NA NA NA NA FERRAN CHAN IÀN, E. NA NA CHAN NA IANDRA, HS JESSUP JESSUP PD IERRY, L HS GRUBER MARSHAL PD NA NA

Type entry or use & commands

d-? for Help

Figure 6-38. The Screen After Exiting The Record Selection Option.

File: JR.SCI.SYMPOS

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

Record 6 of 96

10.: 63

NU: 03 SCHOOL: SEOUL HS APPLICANT: BRIGHT, SONIA GRADE: HS MENTOR: CHAN SPONSOR: CHAN

APER REC.: YES COMPUTER DISC REC.: YES

NO SHOW:

ROOM ASSN.: -

Type entry or use & commands

d-? for Help

The Monitor Screen After Zooming In On One Record. Figure 6-39.

(10) Zooming in on one record.

109

(a) Place the cursor directly under a record that you wish to examine.

File: JR.SCI.SYMPOS REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO SCHOOL A	PPLICANT (GR MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM	ASSN.
63 SEOUL B 80 WAGNER B 88 US ARM - 89 US ARM - 90 USN JU - 43 ZAMA H A	RIGHT, S RILEY, A URKS, KA HAN, E. HANDRA, HERRY, L LYMER, L	HS CHAN NA BRILEY NA NA NA NA NA NA HS FERRAN HS CHAN NA NA HS JESSUP HS GRUBER HS MARSHA A BRILEY	CHAN BRILEY NA NA NA FERRANT CHAN CHAN	PD NA NA NA PD	PAPER YES NA NA NA YES NA YES NA YES NO YES NO YES NO YES	YES NO NA NA YES NA YES NO YES NO YESE OBSE	- NA NA NA - NA -	- NA NA NA - NA 	NA NA NA NA NA - - NA -	O PERMMEREPEREPEREPEREPEREPEREPEREPEREPERE	ROUM ====================================	133N .
82 WAGNER C 92 KING D 77 WAGNER D 67 DEWEY D	IMAÝUGO. DISCH, JÉ DUNKLÉ, D	8 NONE HS WOOD NA NA	TRAYLOR LANKFOR DUNKLE,	PD NA	OBSER NO NA	OBSE NO NA	2 NA NA NA	NA NA	- NA	F F M		

Type entry or use & commands

ċ-? for Help

Figure 6-40. The Monitor Screen After Returning To The All Records Format.

File: JR.SCI.SYMPOS

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO SCHOOL API	PLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM	AS	SN.
37 ZAMA H ASI 68 EDGREN BL	CARIA MSTRONG HLEY, J AYDON, IGHT, S ILEY, A	- 8 HS HS NA HS	NONE WOOD FERRAN NA CHAN BRILEY	TRAYLOR LANKFOR FERRANT BLAYDON CHAN BRILEY	PD PD PD NA PD	OBSER NO NO NA YES	OBSE NO NO NA YES NO	NA NA NA NA	NA NA	- - NA NA	PARTE	- - - -		
88 US ARM - 89 US ARM - 90 USN JU - 43 ZAMA H ALG 62 SEOUL BUI 66 SEOUL CH 7 MC PER CH		NA	BRILEY NA NA NA FERRAN CHAN NA JESSUP GRUBER	NA	NAAAADDAADD NAAADDAADD PDADD	NA NA NA YES YES NA YES YES	NA NA NA YES YES NA YES NO	NA NA NA I NA I	NA NA NA - NA -	NA NA NA	aaaaamma aaaaaa	-		
Type entry o							· · ·				(3-? f	or	Help

Figure 6-41. The File Before Duplicating Information In One Category.

- Press the OPEN-APPLE and the "Z" keys at the same (b) time (see Figure 6-39).
- Press the OPEN-APPLE and the "Z" keys at the same time to return to all records (see Figure 6-40).
- (11) Copying an entry. This option is used when you have one or more successive entries in a category that are all the same.
 - Suppose you have 10 successive records, all of (a) which have the same entry in the first category, say the first category (the DOC. NO. category in Figure 6-41).
 - Duplicate 10 blank records as follows (this process (b) can be accomplished also by inserting blank records as described above):
 - Zoom in on the last record of the file 1. so that it appears similar to the example shown in Figure 6-42.

File: DB01288.008

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

Record 95 of 95

NO.: 5
SCHOOL: ZAMA HS
APPLICANT: WRIGHT, CANDICE LYNN
GRADE: HS
MENTOR: MC GINNIS
SPONSOR: FERRANTE
APP. FEE: PD
PAPER REC.: NO
COMPUTER DISC REC.: NO
POSTER SESSION: NA
WINNER: -

WINNER: NO SHOW: -

SEX: F ROOM ASSN.: -

Type entry or use & commands

ά-? for Help

Figure 6-42. The File Record After Zooming In On It.

Move the cursor to the bottom category and 11. press the RETURN key. You should receive the message shown in Figure 6-43.

111



File: JR.SCI.SYMPOS INSERT NEW RECORDS Escape: Review/Add/Change

Selection: All records

Record 96 of 96

You are now past the last record of your file and can now start typing new records at the end.

Do you really want to do this? No Yes

Figure 6-43. The Monitor Screen After Passing The Last Record In The File.

File: JR.SCI.SYMPOS

INSERT NEW RECORDS

Escape: Review/Add/Change

Record 97 of 97

NO.: SCHOOL: APPLICANT: GRADE: MENTOR: SPONSOR: APP. FEE: PAPER REC.: COMPUTER DISC REC.: POSTER SESSION: WINNER: NO SHOW: SEX: ROOM ASSN.: -

Type entry or use & commands

516K Avall.

Figure 6-44. The Monitor Screen Showing A Blank Record.

ili. Highlight "yes" by pressing the RIGHT-ARROW 112



key.

iv. Press the RETURN key (see Figure 6-44).

COPY RECORDS Escape: Erase entry File: DB01288.008 Record 96 of 96 NO.: -SCHOOL: APPLICANT: -GRADE: -MENTOR: SPONSOR: SPONSOR: APP. FEE: PAPER REC.: COMPUTER DISC REC.: POSTER SESSION: WINNER: -NO SHOW: -ROOM ASSN.: -How many copies of current record? (Max 99) 9 516K Avail. The Monitor Screen Showing The Numeral "9." Figure 6-45. INSERT NEW RECORDS Escape: Review/Add/Change File: DB01288.008 Record 96 of 105 NO.: -SCHOOL: APPLICANT: -GRADE: -MENTOR: -SPONSOR: SPONSOR: APP. FEE: PAPER REC.: COMPUTER DISC REC.: POSTER SESSION: WINNER: NO SHOW: SEX: -ROOM ASSN .: -515K Avall. Type entry or use & commands

Figure 6-46. The Monitor Screen Showing The Increase In Records.



- v. Press the RETURN key once.
- vi. Press the OPEN-APPLE and the "C" key at the same time.
- vii. Type the numeral "9" (see Figure 6-45).
- vill. Press the RETURN key and examine the screen.

 Note that the number of records has increased to include the 10 you have just added (Figure 6-46).
 - ix. Press the OPEN-APPLE and the "2" keys at the same time to change the format (see Figure 6-47).

File: DB01288.008

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO	SCHOO	APPLICANT	GR	MENTOR	SPONSOR	AP	PAPE	COMP	PO	WI	NO	SEX	ROOM
17	YOKOT DEWEY	WEBER, DEANNA L.	HS	WEBER	WEBER	PD	NO	NO	NA	_	_	F	_
57	DEWEY ZAMA	WEBER, DEANNA L. WEIDETZ, ALVIN WONG, TRISTINE WRIGHT, CANDICE LYN	HS HS	DÜNKLE MC GIN	DUNKLE FERRANT	PD	YES YES	YES YES	_	_	_	F	_
45	ZAMA	WRIGHT, CANDICE LYN	HS	MC GIN MC GIN	FERRANT	PD		NO	NA	_	_	F	_
_	_	_	_	_	_	_	_	_	_		_	-	-
-	-	-	_	-	_	_	_	-	_	_	_	-	_
_	-	<u>-</u>	_	_	_	_	_	_	-	_	-	-	-
	-	-	_	-	_	_	_	_	_	_	_	_	_
_	_	_	_	-	-	-	_	-	-		-	-	-
	-	<u>-</u>	_	_	_	_	_	-	_	_	_	_	_
												_ _ ·	

Type entry or use & commands

d-? for Help

- Figure 6-47. The Monitor Screen Showing The 10 Newly Added Blank Records.
 - (c) Move the cursor, to the NO category and place it on the record directly under the category having the information to be copied, by using the UP- or DOWN-ARROW keys and if necessary pressing and holding down the OPEN-APPLE key while the TAB key is pressed several times, causing the cursor to jump back categories.
 - (d) Press and hold down the OPEN-APPLE key and while it is held down, press the " key 10 times. Your 114



File: JR.SCI.SYMPOS

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM	ASSN.
2 <u>0</u>	YOKOTA YOKOTA	WEBER, CH WEBER, DE	NΑ	NA	WEBER,	NA	ŅĄ	ŅĄ	ŅĄ	NA	NA	M	_	
17 57	DEWEY	WEIDETZ.	NA HS HS	WEBER DUNKLE	WEBER DUNKLE FERRANT	PD PD	NO YES YES	NO YES	NA -	_	_	F	_	
41	ZAMA H	WONG, TRI WRIGHT, C	HS	MC GIN	FERRANT FERRANT	PD PD	YES NO	ŸĒŠ NO	NA	_	_	f F	_	
45 45	-	-			_	_	_	_	_	_	_	_	_	
45	_	-		-	-	_	_	_	_	_	_	_	_	
45	_	-	_	_	-	_	_	_	_	_	_	_	_	
45 45	-		_	_	_	_	_	_	_	_	_	_	-	
45 45	_	_	_	-	_	_	_	_	_	_	_	_	_	
45	-	-	-	-	_	<u>-</u>		_		 	_		- 	

Type entry or use & commands

d-? for Help

Figure 6-48. The Monitor Screen Showing The Results Of Duplicating The Category Information.

File: JR.SCI.SYMPOS

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM	AS	SN.	=
918 9787 630 888 90 432 66 710	KING WAGNER ZAMA H EDGREN SEOUL WAGNER US ARM US AR	ARCARIA, ARMSTRONG ASHLEY, J BLAYDON, BRIGHT, S BRILEY, A - - - ALCAZAR, BURKS, KA CHAN, E. CHANDRA.	- 8HSA HBA HBA NA NA NA NA NA	- NONE WOOD FERRAN NA CHAN BRILEY NA NA NA FERRAN CHAN NA JESSUP	TRAYLOR LANKFOR FERRANT BLAYDON CHAN BRILEY NA NA NA FERRANT CHAN CHAN JESSUP	PD PD PD PD PD NA PD NA PD NA	OBSER NO NA YES NA NA NA NA YES NA YES NA YES YES NA YES YES	OBSE NO NO NA YES NA NA YES NA YES NA YES	NAANA NAANA NAANA NAANA NA	NA NA NA NA NA NA NA	- NA NA NA NA NA NA	= MMM444MM4444 				_
Ty	pe entr	y or use a	CO	mmands									ძ−? ქ	for	Help	

Figure 6-49. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-1 Option.





- (12) Moving to the beginning of the file.
 - (a) Press the OPEN-APPLE and the "1" keys at the same time (see Figure 6-49).
- (13) Moving to the end of a file.
 - (a) Press the OPEN-APPLE and the "9" keys at the same time. The results of this action are shown in Figure 6-50.

File: JR.SCI.SYMPOS

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI	NO SEX	ROOM ASSN.
20 YOKOTA WEBER, CH NA NA WEBER, NA NA NA NA NA NA	NA M	_
17 YOKOTA WEBER! DE HS WEBER WEBER! PD NO NO NA -	- F	-
57 DEWEY WEIDETZ. HS DUNKLE DUNKLE PD YES YES	- <u>F</u>	-
41 ZAMA H WONG. TRI HS MC GIN FERRANT PD YES YES	- <u>F</u>	-
45 ZAMA H WRIGHT, C HS MC GIN FERRANT PD NO NA -	- F	-
		-
45		-
45		_
45		-
45	<u> </u>	-
45		Ξ
45		_
45		_
45 - -		_
45		

Type entry or use & sommands

d-? for Help

04. Additional Help. Additional help with data base files may be obtained from the AppleWorks Instruction book.



Figure 6-50. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-9 Option.

CHAPTER SEVEN

MERGING DATA BASE AND WORD PROCESSING FILES

INTRODUCTION

At times AppleWorks users need to use information contained in data base files in word processing files. Such is often the case when reports are written. In this chapter, we go through the steps necessary to complete the task of transferring data base file records into wordprocessing files.

S T E P

S

DIRECTIONS

- 01. <u>File Loading</u>. Bring the data base and the word processing files with which you wish to work from your storage disk to the AppleWorks desktop.
- 02. Transferring The Data Base File.
 - a. Selecting the data base file.

Disk: Disk 1 (Slot 6)

MAIN MENU

Escape: Main Menu

1.	Add files to the	he De	sktop	
2.	Work with one		Desktop Index	
3.	Save Desktop	1 2.	WP01199.007 DOC.LIBRARY.007	WP
4.	Remove files	3.	LIB.008 PI RESEARCH	WP DB DB SP SP
5.	Other Activit	4. 5.	WP01199.007	WP
6.	Quit	١		

Type number, or use arrows, then press Return

213K Avall.

Figure 7-1. The Monitor Screen Showing The Quick Switch Function.



- (1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 7-1).
- Using the DOWN-ARROW key if necessary, highlight the data base file.
- Press the RETURN key once. Figure 7-2 shows an example (3)

File: JUN.SCI.SYMPOSI

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR AP PAPE COMP PO WI NO SEX ROOM ASSN. WEAVER LAMORE 112 SAMTANI, HS LEY, ANDR HS CHERRY, L HS HEPLER, W 8 ÑŎ YES ΡĎ NO YOKOTA JOQUIST, HS

Type entry or use & commands

d-? for Help

Figure 7-2. The Monitor Screen Showing An Example Data Base File.

File: JUN.SCI.SYMPOSI Report: None

REPORT MENU

Escape: Review/Add/Change

Get a report format Create a new "tables" format Create a new "labels" format Duplicate an existing format Erase a format

Type number, or use arrows, then press Return

482K Avail.

The Monitor Screen After Selecting The Print Option. Figure 7-3.



of a data base file. We shall transfer this file into a word processing file.

- b. Printing The Data Base File To The Clipboard.
 - (1) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 7-3).
 - (2) Use the ARROW key if necessary to highlight the "Create a new tables format."
 - (3) Press the RETURN key once. Your monitor screen should appear similar to the monitor screen picture shown in Figure 7-4.

File: JR.SCI.SYMPOS Report: None	NAME THE NEW REPORT	Escape: Report Men

Type a name for the report: 516K Avail.

Figure 7-4. The Monitor Screen After Selecting The Create Tables Option.



File: JUN.SCI.SYMPOSI Report: None

NAME THE NEW REPORT

Escape: Erase entry

Type a name for the report: SYMP.SELECTEES

515K Avall.

Figure 7-5. The Monitor Screen Showing An Example Report Name.

- (4) Type a name for your report. An example is provided in Figure 7-5.
- (5) Press the RETURN key once (ser Figure 7-6).

File: JUN.SCI.SYMPOSI Report: SYMP.SELECTEES Selection: All records REPORT FORMAT

Escape: Report Menu

Sele	ection: All records					
> > d-A d-D	or < Move cursor o < Switch catego o < Change column Arrange (sort) on th Delete this category Add/remove group tot Insert a prev. delet	width is category	6-N 6-P 6-P	Right justify this Define a calculate Change report name Printer options Print the report Change record sele Add/remove categor	ed category e and/or titi ection rules	
NO.	SCHOOL	APPLICANT	GRADE	MENTOR	SPONSOR	_ A
1 2 3	KADENA KADENA KADENA	PREBLE, ANNA MCMILLAN, DA SPENCER, JUL	11 11 12	WEAVER, DAN LAMOREAUX LCDR HAMBERG	WEAVER WEAVER	P P P
 Use	options shown above t	o change repo	rt forma	t	More 514K Avail	>

Figure 7-6. The Monitor Screen Showing The Report Name Entered.



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Press the OPEN-APPLE and the "P" keys at the same time (see Figure 7-7).

File: JR.SCI.SYMPOS Report: SYMP.SELECTEES Selection: All records

PRINT THE REPORT

Escape: Report Format

Where do you want to print the report?

ImageWriter
EPSON
The screen
The clipboard (for the Word Processor)
The clipboard (for Mail Merge)
A text (ASCII) file on disk
A DIF (TM) file on disk

Type number, or use arrows, then press Return

516K Avail.

The Monitor Screen After Selecting The Print Function A Figure 7-7. Second Time.

> (7) Use the DOWN-ARROW key and highlight the, "The clipboard (for the word processor)" option.

File: JR.SCI.SYMPOS Report: SYMP.SELECTEES Selection: All records

PRINT THE REPORT Escape: Restore former entry

Type report date or press Return:

516K Avall.

The Monitor Screen After Selecting The Word Processor Figure 7-8. Option.



- (8) Press the RETURN key once (examine Figure 7-8).
- (9) Type today's date (see Figure 7-9).

File: JR.SCI.SYMPOS Report: SYMP.SELECTEES Selection: All records

PRINT THE REPORT

Escape: Restore former entry

Type report date or press Return: 90MAR09

516K Avall.

Figure 7-9. The Monitor Screen Showing The Date Typed.

(10) Press the RETURN key once.

File: JR.SCI.SYMPOS Report: SYMP.SELECTEES Selection: All records PRINT THE REPORT

Escape: Report Format

The report is now on the clipboard, and can be moved or copied into Word Processor documents.

Press Space Bar to continue

504K Avail.

Figure 7-10. The Monitor Screen Showing The Printed To The Clipboard Message.

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- (11) Examine your monitor screen and compare it with the picture provided in Figure 7-10. You should see a message on the computer monitor screen telling you the your document has been printed to the clipboard. This is your cue that it is time to move from the data base file to your word processor file.
- c. Moving To The Word Processor File With Quick Switch.

File: JR.SCI.SYMPOS Report: SYMP.SELECTEES Selection: All records

PRINT THE REPORT

Escape: Main Menu

	Desktop Index		
The r and c Proce	1. DATA.BASE 2. INVENTORY 3. DOC.LIBRARY.007 4. DB01353.008 5. JR.SCI.SYMPOS 6. WP01273.008	DB DB DB DB DB WP	d

Type number, or use arrows, then press Return

492K Avall.

- Figure 7-11. The Monitor Screen Showing The Quick Switch Option Energized.
 - (1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 7-11).
 - (2) Use the ARROW keys to highlight the word processor document into which you are merging your data base document.
 - (3) Press the RETURN key once. Your word processor file should appear on the monitor screen (see Figure 7-12).



File: WP01273.008 REVIEW/ADD/CHANGE Escape: Main Menu Escape: Main Menu A LOT OF WIND

Jane Larson, Richard M. Schlenker, and Sally Yoshida

In this activity students experiment by moving familiar objects across a smooth surface and then a rough surface. The number of breaths required to move each object across the 1 meter distance is recorded. Students will discover that many variables can affect the amount of energy required to move the objects. They will see that the objects move slower over the rough surface energy, aerodynamics, lung capacity, bearing surface, sall area may result. Students should then be able to predict the number of breaths necessary to move other objects across the distance on various surfaces.

II. TEACHER BACKGROUND

(A note of caution--while some teachers need some background before they can comfortably conduct an activity, we feel students

Type entry or use & commands

Line 4 Column

d-? for Help

Figure 7-12. The Monitor Screen Showing The Word Processor Document.

Jane Larson, Richard M. Schlenker, and Sally Yoshida

In this activity students experiment by moving familiar objects across a smooth surface and then a rough surface. The number of breaths required to move each object across the i meter distance is recorded. Students will discover that many variables can affect the amount of energy required to move the objects. They will see that the objects move slower over the rough surface energy, aerodynamics, lung capacity, bearing surface, sall area may result. Students should then be able to predict the number of breaths necessary to move other objects across the distance on various surfaces.

II. TEACHER BACKGROUND

Move Text? Within document To clipboard From clipboard

Figure 7-13. The Monitor Screen After Selecting The Move Option.

- d. Document Merging Process.
 - (1) Use the ARROW keys and move the cursor to the location in the word processing file where you want the data base file to be located.

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- (2) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 7-13).
- (3) Use the RIGHT-ARROW key to highlight the, "From clipboard (paste)" option.
- (4) Press the RETURN key once. Your data base file should have moved from the clipboard to the location in the word processing file where your cursor was set (see Figure 7-14).

Jane Larson, Richard M. Schlenker, and Sally Yoshida

In this activity students experiment by moving familiar objects across a smooth surface and then a rough surface. The number of breaths required to move each object across the i meter distance is recorded. Students will discover that many variables can affect the amount of energy required to move the objects. They will see that the objects move slower over the rough surface energy, aerodynamics, lung capacity, bearing surface, sail area may result. Students should then be able to predict the number of breaths necessary to move other objects across the distance on various surfaces.

File: JR.SCI.SYMPOS Page 1 Report: SYMP.SELECTEES

Type entry or use & commands

Line 4 Column 1 d-? for Help

- Figure 7-14. The Monitor Screen After Moving The Data Base File From The Clipboard To The Word Processing File.
 - (5) If your data base file is so large that it wraps around on itself, not fitting in the available space, proceed to STEP 03; otherwise, jump to STEP 04.
- 03. Altering The Width Of The Data Base Information.
 - a. Using the ARROW keys, move the cursor to the row immediately above the beginning of the data base information.
 - b. Press the OPEN-APPLE and "O" keys at the same time (see Figure 7-15).



PRINTER OPTIONS Escape: Review/Add/Change File: WP01273.008 ##### | #### | #### | #### | #### | #### | #### | #### | #### | #### | #### | #### | #### | #### | #### | #### objects across the distance on various surfaces. Page 1 File: Report: SYMP.SELECTEES SCHOOL APPLICANT GRADE MENTOR AP NO. SPONSOR PREBLE, ANNA 11

PW=8.0 LM=0.5

Option:

Option:

CN: Centered

CN: Centered

CN: Centered

CN: Left Margin

RM: Right Margin

RM: Right Margin

CI: Chars per Inch

PI: Lines per Inch

PI: Lines per Inch

PI: Proport onal-1

SS: Single Space

PI: Pause Here

PI: Pause H Figure 7-15. The Monitor Screen After Selecting Word Processor Print Options. Altering The Left Margin. (1) Type, "LM." objects across the distance on various surfaces. File: JR.SCI.SYMPOS
Page 1
Report: SYMP.SELECTEES
90MAR09 SCHOOL APPLICANT GRADE MENTOR NO. SPONSOR ĀP -----Left Margin: 0.5 inches PW=8.0 LM=0.5 RM=0.5 CI=10 UJ PL=11.0 TM=0.0 BM=2.0 LI=6 SS

ion:

CN: Centered GB: Group Begin BE: Boldface End
CN: Centered GE: Group End +B: Superscript Beg
Platen Width PL: Paper Length HE: Page Header +E: Superscript End
Left Margin TM: Top Margin FO: Page Footer -B: Subscript Begin
Right Margin BM: Bottom Margin SK: Skip Lines -E: Subscript End
Chars per Inch Chars per Inch PN: Page Number UB: Underline Begin
Proportional-1 SS: Single Space PE: Pause Each page UE: Underline End
Proportional-2 DS: Double Space PH: Pause Here PP: Print Page No.
Indent Justified NP: New Page BB: Boldface Begin MM: Mail Merge Option: PW: Platen Width
LM: Left Margin
RM: Right Margin
CI: Chars per Inch
Pi: Proportional-1
P2: Proportional-2
IN: Indent IN: Indent

Figure 7-16. The Monitor Screen After Changing The Left Margin To 0.5 Inches.

JU:

- (2) Press the RETURN key once.
- (3) Type, 0.5.
- (4) Press the RETURN key once. Examine your monitor screen and Figure 7-16.
- (5) Type, "RM."
- (6) Press the RETURN key once.
- (7) Type, "0.5".

```
Escape: Review/Add/Change
                                                                                           PRINTER OPTIONS
File: WP01273.008
==== | ==== | ==== | ==== | ==== | ==== | ==== | ==== | ==== | ==== | ==== | ==== | ==== | ==== | ==== | ==== |
rile: JR.SCI.SYMPOS
Page 1
Report: SYMP.SELECTEES
90MAR09
 NO. SCHOOL APPLICAN
SPONSOR AP
-----Left Margin: 0.5 inches
-----Right Margin: 0.5 inches
NO.
                                                                          APPLICANT
                                                                                                                                                    MENTOR
                                                                                                               GRADE
 SPONSOR
                                                      RM=0.5 CI=10 UJ PL=11.0 TM=0.0 BM=2.0 LI=6 SS
UJ: Unjustified GB: Group Begin BE: Boldface End
CN: Centered GE: Group End +B: Superscript Beg
PL: Paper Length HE: Page Header +E: Superscript End
TM: Top Margin FO: Page Footer -B: Subscript Begin
BM: Bottom Margin SK: Skip Lines -E: Subscript End
LI: Lines per Inch PN: Page Number UB: Underline Begin
SS: Single Space PE: Pause Each page UE: Underline End
DS: Double Space PH: Pause Here PP: Print Page No.
TS: Triple Space SM: Set a Marker EK: Enter Keyboard
NP: New Page BB: Boldface Begin MM: Mail Merge
            PW=8.0 LM=0.5
Option:
PW: Platen Width
LM: Left Margin
RM: Right Margin
CI: Chars per Inch
Pi: Proportional-1
P2: Proportional-2
 IN: Indent
 JU:
            Justified
```

Figure 7-17. The Monitor Screen After Changing The Right Margin To 0.5 Inches.

- (8) Press the RETURN key once. Examine your monitor screen and Figure 7-17.
- (9) Press the ESC key once. Your monitor screen should appear similar to the picture shown in Figure 7-18.



File: WP01273.008

REVIEW/ADD/CHANGE

Escape: Main Menu

Escape: Main

File: JR.SCI.SYMPOS
Page i
Report: SYMP.SELECTEES

Type entry or use & commands

NO. SPONSOR	SCHOOL AP	APPLICANT	GRADE	MENTOR
WEAVER	KADENA PD KADENA PD KADENA	PREBLE, ANNA MCMILLAN, DA SPENCER, JUL	11	WEAVER, DAN LAMOREAUX LCDR HAMBERG
WEAVER WEAVER 5	PD KADENA PD KADENA	LEONARD, NIN REYHER, KRIS	8	MAJ COPPOLA, LCDR HOLENBE

Figure 7-18. The Monitor Screen After Exiting The Print Option Function.

(10) If you do not see left and right margin information printed on the screen, press the OPEN-APPLE and the "Z" keys at the same time.

Line 30

Column

1

d-? for Help

Escape: Main Menu REVIEW/ADD/CHANGE File: WP01273.008 REVIEW/ADD/CHANGE Escape: Main Menu LILY HILL JONES. BERNE 8 SAYLER SÄYLER. DAV WAGNER HS PD WAGNER HS WOOD SALADOR, WEN HS ÄNKFORD 10 NA HEATH. PAM LANKFORD PD -----Left Margin: 1.0 inches

II. TEACHER BACKGROUND

(A note of caution--while some teachers need some background before they can comfortably conduct an activity, we feel students should not be provided with the scientific principles behind an activity prior to conducting the activity. It may not be necessary to provide students with any of the facts.)

Remember when you were young, how difficult it was for

kemember when you were young, now difficult it was for

Type entry or use & commands Line 251 Column 6 &-? for Help

Figure 7-19. The Monitor Screen Showing The Altered Data Base Information.

- (11) Move the cursor to the row directly following the last data base information.
- (12) Press the OPEN-APPLE and the "O" keys at the same time and using the same procedure as you used to make the margins narrower, restore each margin to 1 inch.
- (13) Press the ESC key. Your monitor screen should now appear similar to the example shown in Figure 7-19.
- 04. Additional Help. If you need additional help altering your file, press the OPEN-APPLE and the "?" keys at the same time and or consult the AppleWorks instruction manual that accompanied the program when it was purchased.



CHAPTER EIGHT

CONVERTING SPREADSHEET FILES INTO DATA BASE FILES INTRODUCTION

The procedure described in this chapter makes it possible to convert spreadsheet files to data base files. Conversions of this nature are important because each type file has its own set of manipulative functions. Without this facility, the need for a data base file using information already contained in a spreadsheet file would require constructing a new data base file from scratch. As can be seen, this AppleWorks option is a real time saver.

STEP

S

DIRECTIONS

- 01. <u>File Loading</u>. Bring the spreadsheet file with which you wish to work from the storage disk to the desktop.
- 02. Transferring The Spreadsheet File To The Monitor Using The Ouickswitch Option.
 - a. When you are ready to begin the conversion process, press the

Disk: Disk 1 (Slot 6)

MAIN MENU

Escape: Main Menu

Main Menu				
	. !	Desktop Index	!	
1. Add file:	3 to	DATA . BASE	DB	
2. Work with	n one 2.	INVENTORY	DB	
3. Save Desi	ctop 3.	DOC.LIBRARY.007 DB01353.008 JR.SCI.SYMPOS	DB I	
4. Remove f	iles 5.	WP01273.008 SULLIVANS.WS	DB I DB I DB I DB I WP I WP I	
5. Other Ac		SULLĪVĀNS. DB		
6. Quit	9. 10. 11.	LIB.008 DB01288.008 SS01352.008	DB DB SS	

Type number, or use arrows, then press Return

443K Av 311 .

Figure 8-1. The Monitor Screen Showing The Quick Switch Function.



OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 8-1).

b. Using the DOWN-ARROW key if necessary, highlight the spreadsheet file you are going to convert to a data base file.

File:		REVIEW/	REVIEW/ADD/CHANGE	
1 2 3 4 5 6 7 8	TRIAL NUMBER ONE TWO THREE FOUR FIVE SIX	CIRCUMFERENCE 254.00 489.00 146.00 190.00 255.00 570.00	:====C==========	Escape: Main Menu =D========== /DIAMETETR 3.17 3.13 3.17 3.11 3.15 3.08
10 11 12 13 14 15 16 17 18				

D7: (Value) +B7/C7

Type entry or use & commands

d-? for Help

Figure 8-2. The Monitor Screen Showing An Example Spreadsheet File.

File: SS01352.008	PRINT	Escape: Review/Add/Change
1 TRIAL NUMBER 2 ONE 3 TWO 4 THREE 5 FOUR 6 FIVE 7 SIX 8 9 10 11 12 13 14 15 16 17 18	489.00 19 146.00 190.00	
D7. /U-1> D7./07		

D7: (Value) +B7/C7

Print? All Rows Columns Block

Figure 8-3. The Monitor Screen After Selecting The Print Option.



- c. Press the RETURN key once. Figure 8-2 shows an example of a spreadsheet file.
- Printing The Spreadsheet File To A DIF File. 03.
 - Press the OPEN-APPLE and the "P" keys at the same time (see Figure 8-3).
 - Use the ARROW key if necessary to highlight the "All" option. b.
 - Press the RETURN key once. Your monitor screen should appear similar to the picture shown in Figure 8-4.

File: SS01352.008

PRINT

Escape: Review/Add/Change

The information that you identified is 64 characters wide.

The Printer Options values allow 80 characters per line.

Where do you want to print the report?

1. 2. 3.

ImageWriter
EPSON
The clipboard (for the Word Processor)
A text (ASCII) file on disk
A DIF (TM) file on disk

Type number, or use arrows, then press Return

443K Avail.

Figure 8-4. The Monitor Screen After Selecting The "All" Option.

- Use the DOWN-ARROW key and highlight the, "A DIF (TM) file on disk" option (DIF means Data Interchange Format).
- Press the RETURN key once (examine Figure 8-5).



File: SS01352.008

PRINT

Escape: Review/Add/Change

While the disk is running you can use these keys:

Escape

to stop printing and return to Review/Add/Change

Space Bar

to pause

to continue printing

DIF order? Rows Columns

The Monitor Screen After Selecting The Data Interchange Figure 8-5. Format Option.

Type the pathname for the DIF file. To do this, you must know the name given to your volume (disk name). The name can be found as follows:

Disk: Disk 1 (Slot 6)

MAIN MENU

Escape: "SS01352.008"

Main Menu

- Add files to the Desktop
- Work with one of the files on the Desktop 2.
- 3. Save Desktop files to disk
- Remove files from the Desktop 4.
- Other Activities 5.
- Quit 6.

Type number, or use arrows, then press Return

d-? for Help

Figure 8-6. The Monitor Screen Showing The AppleWorks Main Menu.

- (1) Press the ESC key twice and return to the main menu (see Figure 8-6).
- (2) Press the RETURN key once. The "Add Files" menu appears on the screen (see Figure 8-7).

Disk: Disk 1 (Slot 6)

Main Menu

Get files

Get files from:

1. The current disk: Disk 1 (Slot 6)

2. A different disk

Make a new file for the:

3. Word Processor

4. Data Base
5. Spreadsheet

Type number, or use arrows, then press Return

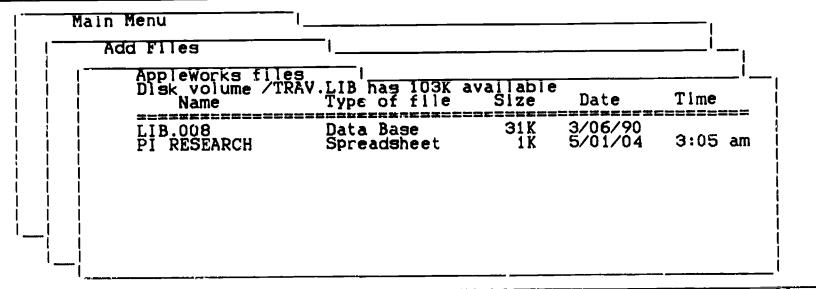
443K Avail.

Figure 8-7. The Monitor Screen Showing The "Add Files" Menu

Disk: Disk 1 (Slot 6)

APPLEWORKS FILES

Escape: Add Files



Use Right Arrow to choose files, Left Arrow to undo

443K Avail.

Figure 8-8. The Monitor Screen Showing The Data Disk Catalog.

(3) Press the RETURN key once. Your disk catalog should 134



appear on the screen (see Figure 8-8).

(4) Note, directly under the words, "AppleWorks Files,"
"Disk Volume/Some.Name." The disk or volume title is printed directly after "/." Its called it "TRAV.LIB" above. Whatever your volume name happens to be, it must be used when naming the DIF file.

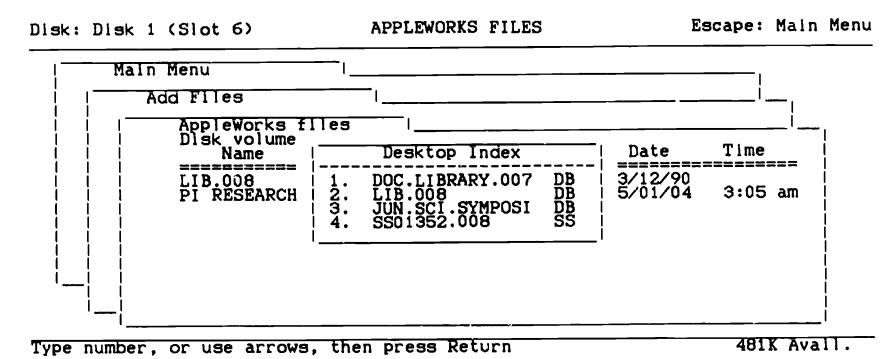


Figure 8-9. The Monitor Screen Showing The Quick Switch Option.

- (5) Return to the spreadsheet file.
 - (a) Press the OPEN-APPLE and the "Q" keys at the same time (see Figure 8-9).
 - (b) Use the ARROW keys if necessary and highlight the spreadsheet file.



REVIEW/ADD/CHANGE Escape: Main Menu File: SS01352.008 =======B=== CIRCUMFERENCE 254.00 489.00 =====D=== CIRCUM/DIAMETETR
3.17
3.13
3.17
3.17
3.11
3.15
3.08 DIAMETER 80.00 TRIAL NUMBER ONE TWO 12345678901123455 156.00 146.00 190.00 255.00 46.00 61.00 16 | 17 | 18 |

D7: (Value) +B7/C7

Type entry or use & commands

d-? for Help

The Monitor Screen After Returning To The Spreadsheet Flaure 8-10. File.

File: SS01352.008

PRINT

Escape: Erase entry

While the disk is running you can use these keys:

Escape

to stop printing and return to Review/Add/Change

Space Bar

to pause to continue printing

Pathname? /TRAV.LIB/SS01352/

481K Avail.

The Monitor Screen Showing The Pathname Typed. Figure 8-11.

- (c) Press the RETURN key once (see Figure 8-10).
- Return to the point in the process where you are 136



supposed to type the pathname. If you don't remember how to do this, review the procedures listed above.

REVIEW/ADD/CHANGE	Escape: Main Menu
CUMPERENCE DYAMETER CI 254.00 80.00	RCUM/DIAMETETR
です。で () : : : : : : : : : : : : : : : : : :	3.13 3.17 3.11 3.15 3.08
255.00 81.00 570.00 185.00	3.15 3.08
	######################################

D7: (Value) +B7/C7

Type entry or use & commands

d-? for Help

Figure 8-12. The Monitor Screen After Printing The Spreadsheet To A DIF File.

Disk: Disk 1 (Slot 6)

MAIN MENU

Escape: "SS01352.008"

Main Menu

- 1. Add files to the Desktop
- 2. Work with one of the files on the Desktop
- 3. Save Desktop files to disk
- 4. Remove files from the Desktop
- 5. Other Activities
- 6. Quit

Type number, or use arrows, then press Return

d-? for Help

Figure 8-13. The Monitor Screen Showing The AppleWorks Main Menu.

(6) Type the pathname as follows:

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- (a) /SOME.NAME/The name of your spreadsheet file (see Figure 8-11).
- (7) Press the RETURN key once (see Figure 8-12)
- g. Press the ESC key once and return to the "Main Menu" (see Figure 8-13).
- 04. Using The DIF File To Form A New Data Base File.
 - a. Add files to the desktop.
 - (1) Insure that the Add files option is highlighted and press the RETURN key once (see Figure 8-14).

Disk: Disk 1 (Slot 6)

ADD FILES

Escape: Main Menu

Main Menu

Get files

Get files from:

1. The current disk: Disk 1 (Slot 6)

2. A different disk

Make a new file for the:

3. Word Processor

4. Data Base
5. Spreadsheet

Type number, or use arrows, then press Return 481K Avall.

Figure 8-14. The Monitor Screen Showing The ADD Files Menu.

- (2) Press the #4 key (data base option) once.
- (3) Press the RETURN key once (see Figure 8-15).



Disk: Disk 1 (Slot 6) DATA BASE Escape: Adu Files Main Menu Add Flies Data Base Make a new file: From scratch 2. From a text (ASCII) file From a Quick File (TM) file 3. 4. From a DIF (TM) file 443K Avall. Type number, or use arrows, then press Return The Monitor Screen After Selecting The Data Base Option. Figure 8-15.

- Use the DOWN-ARROW key to highlight, "From a DIF (TM) (4) file."
- Press the RETURN key once and compare the picture in (5) Figure 8-16 with that seen on your monitor screen.

DIF FILE

Escape: Data Base

Maln Menu Add Files Data Base DIF file Type the file's complete ProDOS pathname. DOS files must first be converted to ProDOS-formatted files before AppleWorks can read them. Use ProDOS Utilties disk. 443K Avall.

Figure 8-16. The Monitor Screen After Selecting The DIF Option.

Pathname?

Disk: Disk 1 (Slot 6)

(6) Type the complete pathname of the spreadsheet file which is being converted to a data base file (/DISK NAME/SPREADSHEET FILE NAME/). Your monitor screen should appear similar to the example shown in Figure 8-17.

Escape: Erase entry DIF FILE Disk: Disk 1 (Slot 6) Main Menu Add Files Data Base DIF file Type the file's complete ProDOS pathname. DOS files must first be converted to ProDOS-formatted files before AppleWorks can read them. Use ProDOS Utiltles disk. 499K Avall. Pathname? /TRAV.LIB/SS01352.008/ The Monitor Screen Showing The Pathname Typed. Figure 8-17. Press the RETURN key once (see Figure 8-18). (7) Escape: Data Base DIF FILE Disk: Disk 1 (Slot 6) Main Menu Add Files Data Base DIF file 499K Avall. Type a name for this new file:

Figure 8-18. The Monitor Screen After Entering The Pathname.

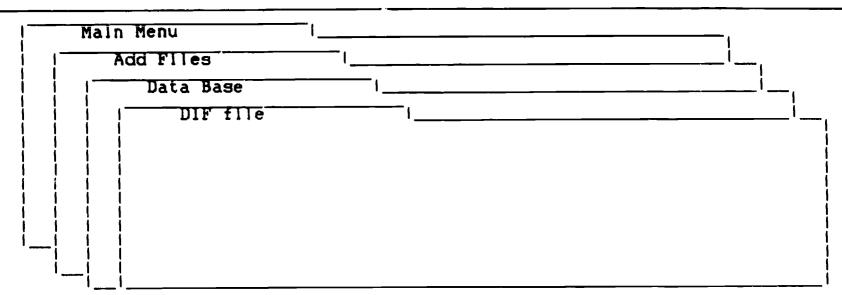


(8) Type the name you want to use for your new file (see Figure 8-19).

Disk: Disk 1 (Slot 6)

DIF FILE

Escape: Erase entry



Type a name for this new file: DATA.BASE

499K Avall.

Figure 8-19. The Monitor Screen Showing The Name Of The New Data Base File.

(9) Press the RETURN key once (see Figure 8-20).

File: DATA.BASE

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

	Category 2	Category 3	Category 4	Category 5
RIAL NUMBER CIRCUMFERENCE DIAMETER CIRCUM/DIAMETET	ONE	TW0	THREE	FOUR
	254	489	146	190
	80	156	46	61
	3,175	3.1346154	3.173913	3.1147541

05. Additional Help.

- a. Categories in the new data base file may be renamed and or deleted using the OPEN-APPLE-N function
- b. Consult the AppleWorks reference manual.
- c. Use the OPEN-APPLE-? option.

